

# CRIMINAL JUSTICE TECHNOLOGY

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## **ASSOCIATE DEGREE AND DIPLOMA PROGRAMS**

The associate degree and diploma programs in Criminal Justice Technology emphasize law enforcement, constitutional and criminal law, criminal procedure, corrections, juvenile justice, and ethics. The programs prepare students for careers in public protection, private security, and corrections. Students explore the nature of crime and the agencies that respond to crime. They also investigate the impact of various types of crimes on victims and society. Coursework focuses on the principles of justice that underlie crime and crime prevention in the United States and the discretion that decision makers have in specific criminal cases.

## **CAREER OPPORTUNITIES**

Criminal Justice Technology graduates qualify for employment that can lead to on-the-job training for certification as peace officers and may pursue positions with state, local, or federal agencies. Prospective students need to know that they will be required to meet all applicable employment requirements, including satisfactory background and criminal checks, in order to qualify for some internships and to gain employment in most law enforcement settings. Program graduates may find career opportunities as police/peace officers, sheriffs' deputies, jailers, private probation officers, juvenile service officers, corrections officers, investigators, detention officers, special agents, bonding agents, border patrol agents, state troopers, state DNR rangers, and deputy marshals. Students who plan to seek employment in the public protection sector upon graduation must meet the requirements established by Georgia Code 35-8-8. Individuals cur-

rently employed in law enforcement can benefit from the Criminal Justice Technology programs and enhance their career potential.

## **PROGRAM EXPENSES**

The recent reauthorization of the Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses:

- Quarterly tuition (\$45 per credit hour)
- Quarterly student activity fees (\$16)
- Quarterly registration fee (\$26)
- Quarterly accident insurance fee (\$4)
- Quarterly instructional and technology supply fee (\$35)
- Textbooks (Approximately \$2,600 for the associate degree program and \$1,700 for the diploma program)

The expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

## **ADMISSION REQUIREMENTS**

Applicants must submit the following information to the Admissions Office:

- a. Completed and signed application for admission and a \$20 nonrefundable application fee;
- b. Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see *General Admission Requirements*); and
- c. Valid COMPASS, ASSET, SAT, or ACT test scores (see *ASSET and COMPASS Placement Tests*).

**CRIMINAL JUSTICE TECHNOLOGY CURRICULUM OUTLINE**  
*Diploma Program (Major Code: CJo2)*  
*Credit Required for Graduation: 73 quarter credit hours*

			<b>Credits</b>
<b>General Core</b>			<b>15</b>
ENG	1010	Fundamentals of English I	5
MAT	1012	Foundations of Mathematics	5
PSY	1010	Basic Psychology	5
<b>Professional Major</b>			<b>58</b>
CRJ	101	Introduction to Criminal Justice Technology	5
CRJ	103	Corrections	5
CRJ	104	Principles of Law Enforcement	5
CRJ	105	Introduction to Criminal Procedure	5
CRJ	168	Criminal Law	5
CRJ	202	Constitutional Law	5
CRJ	207	Juvenile Justice	5
CRJ	209	Criminal Justice Technology Practicum/Internship	5
CRJ	212	Ethics in Criminal Justice	5
SCT	100	Introduction to Microcomputers	3
		Occupationally Related Electives ( <i>Students must choose from the list provided</i> )	10

**CRIMINAL JUSTICE TECHNOLOGY CURRICULUM OUTLINE**  
*Associate of Applied Science Degree Program (Major Code: CJo3)*  
*Credit Required for Graduation: 98 quarter credit hours*

			<b>Credits</b>
<b>General Education</b>			<b>30</b>
ECO	2105	Principles of Macroeconomics	
	OR		5
ECO	2106	Principles of Microeconomics	
ENG	1101	Composition and Rhetoric	5
ENG	1102	Literature and Composition	
	OR		5
HUM	1101	Introduction to Humanities	
MAT	1100	Quantitative Skills and Reasoning	
	OR		
MAT	1101	Mathematical Modeling	5
	OR		
MAT	1111	College Algebra	
PSY	1101	Introduction to Psychology	5
SPC	1101	Public Speaking	
	OR		5
ENG	1105	Technical Communications	

<b>Professional Major</b>			<b>58</b>
CRJ	101	Introduction to Criminal Justice Technology	5
CRJ	103	Corrections	5
CRJ	104	Principles of Law Enforcement	5
CRJ	105	Introduction to Criminal Procedure	5
CRJ	168	Criminal Law	5
CRJ	202	Constitutional Law	5
CRJ	207	Juvenile Justice	5
CRJ	209	Criminal Justice Technology Practicum/Internship	5
CRJ	212	Ethics in Criminal Justice	5
SCT	100	Introduction to Microcomputers	3
		Occupationally Related Electives ( <i>Students must choose from the list provided on next page</i> )	10

**Electives** (*Students must choose from the list provided*) **10**

**Occupationally Related Electives**

BUS	1130	Document Processing	6
CRJ	162	Methods of Criminal Investigation	5
CRJ	206	Criminology	5
ECE	1030	Human Growth and Development I	5
ECE	2020	Social Issues and Family Involvement	5
ECE	2030	Human Growth and Development II	5
MKT	101	Principles of Management	5
MSD	103	Leadership	5
MSD	104	Human Resource Management	5
PLS	191	Introduction to Law and Ethics	5
SWG	100	Introduction to Social Services	5
SWG	105	Abnormal Behavior	5
SWG	200	Special Problems with Youth	5
SWG	201	Adolescent Life Cycle	5

**Electives**

ART	1101	Art Appreciation	5
BIO	1111	Biology I	5
BIO	1112	Biology II	5
CHM	1111	General Chemistry I	5
CHM	1112	General Chemistry II	5
CIS	106	Computer Concepts	5
HIS	2112	U.S. History II	5
POL	1101	American Government	5
PSY	2103	Human Development	5
PSY	2250	Abnormal Psychology	5
SOC	1101	Introduction to Sociology	5
SPC	1101	Public Speaking	5

## ART

Department Code: ART

### ART 1101

#### Art Appreciation (5-0-5)

*Banner Title: Art Appreciation*

This course explores human creativity through the study of the visual arts (architecture, sculpture, and painting) within a cultural and historical context. The course provides a foundation for art appreciation by introducing students to the aesthetic, critical, and technical aspects of the major art forms and media. The course increases students' perceptual awareness and responsiveness to art through discussion, critical writing, special projects, and/or in-class experiments with various media.

*Prerequisite: Degree program admission-level language competency*

*Offered quarterly*

## BIOLOGY

Department Code: BIO

### BIO 1111

#### Biology I (4-3-5)

*Banner Title: Biology I*

Biology I is the first part of a 10-hour sequence. It covers cell structure, basic chemistry as applied to biological processes, cellular respiration, photosynthesis, genetics, natural selection, and ecology. Students must pay a \$20 supply fee when registering for this course.

*Prerequisite: Program admission*

*Offered quarterly*

### BIO 1112

#### Biology II (4-3-5)

*Banner Title: Biology II*

BIO 1112 is the second part of a 10-hour sequence of coursework. It covers classification and structural adaptations of all organisms, including prokaryotes, protists, fungi, plants, and animals. The course further divides the classification of animals into vertebrates and invertebrates. Students must pay a \$20 supply fee when registering for this course.

*Prerequisite: BIO 1111 with a grade of C or better*

*Offered quarterly*

## BUSINESS ADMINISTRATIVE TECHNOLOGY

Department Code: BUS

### BUS 1130

#### Document Processing (2-8-6)

*Banner Title: Document Processing*

This course reinforces the touch system of keyboarding, placing emphasis on correct techniques with adequate speed and

accuracy and producing properly formatted business documents. Topics include reinforcing correct keyboarding technique, building speed and accuracy, formatting business documents, language arts, proofreading, and work area management.

*Prerequisite: The ability to key at least 30 words per minute or BUS 1100*

*Offered quarterly*

## CHEMISTRY

Department Code: CHM

### CHM 1111

#### General Chemistry I (4-3-5)

*Banner Title: General Chemistry I*

Chemistry I is the first part of a 10-hour sequence. Instructors introduce basic principles and concepts that explain the behavior of matter. Topics include measurements, atomic structure, chemical bonding, physical states of matter, nomenclature, stoichiometry, and properties of solutions. Students must pay a \$25 supply fee when registering for this course.

*Prerequisite: Associate degree program admission*

*Offered quarterly*

### CHM 1112

#### General Chemistry II (4-3-5)

*Banner Title: General Chemistry II*

CHM 1112 is the second part of a 10-hour sequence. It emphasizes equilibrium theory, solution chemistry, acid-base theory, and nuclear chemistry. Students must pay a \$25 supply fee when registering for this course.

*Prerequisites: CHM 1111 with a grade of C or better, MAT 1111 with a grade of C or better*

*Offered quarterly*

## COMPUTER INFORMATION SYSTEMS

Department Code: CIS

### CIS 106

#### Computer Concepts (5-0-5)

*Banner Title: Computer Concepts*

Instructors provide students with an overview of computers and information technology. Topics include computer history and terminology, data representation, data storage concepts, fundamentals of information processing, fundamentals of hardware operation, fundamentals of communications and networking, structured programming concepts, program development methodology, system development methodology, and computer number systems.

*Prerequisite: Diploma-level program admission*

*Offered quarterly*

## CRIMINAL JUSTICE TECHNOLOGY

Department Code: CRJ

### CRJ 101

#### Introduction to Criminal Justice Technology (5-0-5)

*Banner Title: Intro to Criminal Justice*

This course examines the emergence, progress, and problems of the criminal justice system in the United States. Topics include the American criminal justice system; constitutional limitations; organization of enforcement, adjudication, and corrections; and career opportunities and requirements.

*Prerequisite: Provisional admission*

*Offered Fall, Winter, and Spring terms*

### CRJ 103

#### Corrections (5-0-5)

*Banner Title: Corrections*

This course provides an overview of all phases of the American correctional system and practices, including its history, procedures, and objectives. Topics include history and evolution of correctional facilities; legal and administrative problems; institutional facilities and procedures; probation, parole, and prerelease programs; alternative sentencing; rehabilitation; community involvement; and staffing.

*Prerequisite: Provisional admission*

*Offered Summer and Winter terms*

### CRJ 104

#### Principles of Law Enforcement (5-0-5)

*Banner Title: Principles of Law*

*Enforcement*

This course examines the principles of organization, administration, and duties of local and state law enforcement agencies, with emphasis on police departments. Topics include history and philosophy of law enforcement, evaluation of administrative practices, problems in American law enforcement agencies, emerging concepts, professionalism, and community crime prevention programs.

*Prerequisite: Provisional admission*

*Offered Fall term*

### CRJ 105

#### Introduction to Criminal Procedure (4-2-5)

*Banner Title: Intro to Criminal*

*Procedure*

Instructors introduce the substantive law of major crimes against persons and property. Attention is given to courtroom trials. Topics include laws of arrest and search and seizure; procedures governing arrest, trial, and administration of criminal sanctions; rules of evidence; general court pro-

cedures; rights and duties of officers and citizens; and Supreme Court rulings that apply to criminal justice and constitutional law.

*Prerequisite: CRJ 101 or PLS 191*  
*Offered Winter term*

**CRJ 162**  
**Methods of Criminal Investigation** (5-0-5)

*Banner Title: Criminal Investigation Methods*

This course presents the fundamental principles of criminal investigation. Emphasis is placed on legal requirements stated in Georgia Criminal Law, definition of felony crimes stated in the Georgia Code, and fundamentals of investigative procedures, crime scene searches, identification and collection of evidence, note-taking and report writing, surveillance, identification of witnesses and suspects, interviews and interrogations, and preparation and presentation of evidence in court. Topics include Georgia Criminal Law, common investigative techniques, and procedures used for investigating various crimes.

*Prerequisite: Program admission for Criminal Justice Technology students; advisor approval for all other programs*

*Offered Fall and Spring terms*

**CRJ 168**  
**Criminal Law** (5-0-5)

*Banner Title: Criminal Law*

This course emphasizes the historical development of criminal law in the United States and the current status of Georgia criminal law. The main focus of the course will be the statutory contents of the Official Code of Georgia Annotated (O.C.G.A.), with primary emphasis on the criminal and traffic codes.

*Prerequisite: Program admission*  
*Offered Winter term*

**CRJ 202**  
**Constitutional Law** (5-0-5)

*Banner Title: Constitutional Law*

This course emphasizes those provisions of the Bill of Rights that pertain to criminal justice. Topics covered in this course include characteristics and powers of the three branches of government, principles governing the operation of the Constitution and the Bill of Rights, and the Constitutional Amendments.

*Prerequisite: CRJ 101 or PLS 191*  
*Offered Summer and Fall terms*

**CRJ 206**  
**Criminology** (5-0-5)

*Banner Title: Criminology*

Criminology introduces the nature, extent, and factors related to criminal behavior

and the etiology of criminal offenses and offenders. Topics include scope and varieties of crime; sociological, psychological, and biological causes of crime; criminal subculture and society's reaction; prevention of criminal behavior; behavior of criminals in penal and correctional institutions; and problems of rehabilitating convicted criminals.

*Prerequisite: Program admission for Criminal Justice Technology students; advisor approval for all other programs*  
*Offered Spring term*

**CRJ 207**  
**Juvenile Justice** (5-0-5)

*Banner Title: Juvenile Justice*

This course analyzes the nature, extent, and causes of juvenile delinquency and examines processes in the field of juvenile justice. Topics include survey of juvenile law, comparative analysis of adult and juvenile justice systems, and prevention and treatment of juvenile delinquency.

*Prerequisite: CRJ 101 or PLS 191*  
*Offered Spring term*

**CRJ 209**  
**Criminal Justice Technology Practicum/Internship** (0-15-5)

*Banner Title: Criminal Justice Internship*

This practicum/internship provides students with experiences necessary for further professional development and exposure to related agencies in the law enforcement field. Students pursue either study projects directed by instructors or internships in related agencies under the supervision of program instructors. Topics include observation and/or participation in criminal justice activities, law enforcement theory applications, or an independent study project.

*Prerequisites: Completion of all coursework prior to internship, a 2.0 cumulative grade point average, no unresolved grades of F, I, or IP from previous courses, good academic standing, and permission of program chair*

*Offered quarterly*

**CRJ 212**  
**Ethics in Criminal Justice** (5-0-5)

*Banner Title: Ethics in Criminal Justice*

This course provides an exploration of the field of criminal justice ethics, which broadly encompasses the history of justice and theories of morality and ethics. It includes the study of ethics from both the individual perspective and the organizational standpoint. Instructors give special attention to concrete ethical issues and dilemmas that are encountered regularly

by participants in the major components of the criminal justice system. Students will study four areas of ethical decision making opportunities in this course. The four areas include law enforcement ethics, correctional ethics, legal profession ethics, and policy-making ethics.

*Prerequisite: Program admission*  
*Offered Fall term*

**EARLY CHILDHOOD CARE AND EDUCATION**

*Department Code: ECE*

**ECE 1030**  
**Human Growth and Development I** (5-0-5)

*Banner Title: Human Growth and Development I*

This course introduces students to the physical, social, emotional, and cognitive development of the young child (prenatal through 5 years of age). The course provides for competency development in observing, recording, and interpreting growth and development stages in the young child, advancing physical and intellectual competence, supporting social and emotional development, and providing positive guidance. Topics include developmental characteristics, prenatal through age five; observing and recording techniques; ages and stages of development; and an introduction to children with special needs.

*Prerequisite: Provisional admission*  
*Offered Fall term*

**ECE 2020**  
**Social Issues and Family Involvement** (5-0-5)

*Banner Title: Family Involve/Social Issues*

This course enables students to value the complex characteristics of children's families and communities and develop culturally responsive practices that will support family partnerships. Students use their understanding to build reciprocal relationships which promote children's development and learning. Students are introduced to local programs and agencies that offer services to children and families within the community. Topics include professional responsibilities, family/social issues, community resources, family education and support, teacher-family communication, community partnerships, social diversity and anti-bias concerns, successful transitions, and school-family activities.

*Prerequisite: Provisional admission*  
*Offered Winter term*

## **ECE 2030**

### **Human Growth and Development II**

**(5-0-5)**

*Banner Title: Human Growth/Development II*

This course introduces students to the physical, social, emotional, and intellectual development of human beings from age 6 through the lifespan, emphasizing school aged children (6-12 years of age). It provides learning experiences related to the principles of human growth, development, and theories of learning and behavior. Topics include developmental characteristics, guidance techniques, ages and stages of development, an introduction to children with special needs, and observation and recording techniques.

*Prerequisite/Corequisite: ECE 1030*

*Offered Summer term*

## **ECONOMICS**

*Department Code: ECO*

### **ECO 2105**

#### **Principles of**

#### **Macroeconomics**

**(5-0-5)**

*Banner Title: Macroeconomics*

This course provides a description and analysis of macroeconomic operations in contemporary society. Students develop an understanding of macroeconomic concepts, theories, and policies. Topics include basic economic principles; macroeconomic principles, theories, and policies; money and banking; and the United States economy in perspective.

*Prerequisites: ENG 099 with a grade of C\* or better or placement by diagnostic testing, MAT 097 with a grade of C\* or better and MAT 099 with a grade of C\* or better or placement by diagnostic testing*

*Offered quarterly*

### **ECO 2106**

#### **Principles of**

#### **Microeconomics**

**(5-0-5)**

*Banner Title: Microeconomics*

This course provides a description and analysis of microeconomic operations in contemporary society. Students develop an understanding of microeconomic concepts and theories as they apply to daily life. Topics include basic economic principles; theories of the corporate firm; the market system; market structures, pricing, and government regulations; resource markets; and international trade.

*Prerequisites: ENG 099 with a grade of C\* or better or placement by diagnostic testing, MAT 097 with a grade of C\* or better and MAT 099 with a grade of C\* or better or placement by diagnostic testing*

*Offered quarterly*

## **ENGLISH**

*Department Code: ENG*

### **ENG 1010**

#### **Fundamentals of English I**

**(5-0-5)**

*Banner Title: Fundamentals of English I*

This course emphasizes the development and improvement of written and oral communication abilities. Topics include analysis of writing techniques, applied grammar and writing skills, editing and proofreading skills, research skills, and oral presentation skills.

*Prerequisites: ENG 097 with a grade of C\* or better and RDG 097 with a grade of C\* or better or placement by diagnostic testing*

*Offered quarterly*

### **ENG 1101**

#### **Composition and Rhetoric**

**(5-0-5)**

*Banner Title: Composition and Rhetoric*

Students practice various modes of writing ranging from exposition to argumentation and persuasion. The course also explores the analysis of literature and articles about issues in the humanities and in society. The course includes a review of standard grammatical and stylistic usage in proofreading and editing. An introduction to library resources lays the foundation for research. Topics covered in the course include writing analysis and practice, revision, and research. Students write a research paper using library resources and using a formatting and documentation style appropriate to the purpose and audience.

*Prerequisites: ENG 099 with a grade of C\* or better and RDG 098 with a grade of C\* or better or placement by diagnostic testing*

*Offered quarterly*

### **ENG 1102**

#### **Literature and Composition**

**(5-0-5)**

*Banner Title: Literature and*

*Composition*

This course emphasizes the ability of students to read literature analytically and meaningfully and to communicate clearly. Students analyze the form and content of literature in historical and philosophical contexts. Topics include reading and analysis of fiction, poetry, and drama; research, and writing about literature.

*Prerequisite: ENG 1101 with a grade of C or better*

*Offered quarterly*

### **ENG 1105**

#### **Technical Communications**

**(5-0-5)**

*Banner Title: Technical Communications*

This course emphasizes practical knowledge of technical communications techniques, procedures, and reporting formats

used in industry and business. Topics include reference use and research, device and process description, formal technical report writing, business correspondence, and oral technical report presentation.

*Prerequisite: ENG 1101 with a grade of C or better*

*Offered quarterly*

## **HISTORY**

*Department Code: HIS*

### **HIS 2112**

#### **U.S. History II**

**(5-0-5)**

*Banner Title: U.S. History II*

The course provides students with an overview of the social, cultural, and political history of the United States from 1865 to the beginning of the twenty-first century and will equip the student to better understand the problems and challenges of the contemporary world in relation to events and trends in modern American history. Topics include the Reconstruction Period; the great West, the new South, and the rise of the debtor; the Gilded Age; the progressive movement; the emergency of the United States in world affairs; the Roaring Twenties; the Great Depression; World War II; the Cold War and the 1950s; the 1960s and 1970s; and America since 1980.

*Prerequisite: Program admission*

*Offered on an as-needed basis*

## **HUMANITIES**

*Department Code: HUM*

### **HUM 1101**

#### **Introduction to Humanities**

**(5-0-5)**

*Banner Title: Introduction to*

*Humanities*

This course explores the philosophic and artistic heritage of humanity expressed through a historical perspective on visual arts, music, and literature. Instructors present the humanities as a source of subjective insights for the understanding of people and society. Topics include historical and cultural developments and contributions of the humanities. Students will complete a research project as part of this course.

*Prerequisite: ENG 1101 with a grade of C or better*

*Offered Fall, Winter, and Spring terms*

## **MATHEMATICS**

*Department Code: MAT*

### **MAT 1012**

#### **Foundations of Mathematics**

**(5-0-5)**

*Banner Title: Foundations of Mathematics*

This course emphasizes the mathematical

skills that can be applied to the solution of occupational and technical problems. Topics include properties of numbers, fractions, decimals, percents, ratios and proportions, measurement and conversions, formula manipulation, technical applications, and basic statistics.

*Prerequisite: MAT 097 with a grade of C\* or better or placement by diagnostic testing*

*Offered quarterly*

**MAT 1100**  
**Quantitative Skills and Reasoning** (5-2-6)

*Banner Title: Quantitative Skills/Reasoning*

MAT 1100 is an overview course covering algebra, statistics, and the mathematics of finance. Topics include fundamental operations of algebra, sets and logic, probability and statistics, geometry, mathematics of voting and districting, and the mathematics of finance.

*Prerequisite: MAT 097 with a grade of C\* or better and/or MAT 099 with a grade of C\* or better or placement by diagnostic testing*

*Offered annually*

**MAT 1101**  
**Mathematical Modeling** (5-0-5)

*Banner Title: Mathematical Modeling*

This course is an alternative to *College Algebra* for those who will not take trigonometry, pre-calculus, or calculus. It is an applications-driven course that introduces functions using real-world phenomena as models. Topics include fundamental algebra concepts; functions and graphs; linear, quadratic, polynomial, exponential, and logarithmic functions and models of real-world phenomena; systems of equations; and additional topics in algebra.

*Prerequisite: MAT 097 with a grade of C\* or better and/or MAT 099 with a grade of C\* or better or placement by diagnostic testing*

*Offered quarterly*

**MAT 1111**  
**College Algebra** (5-0-5)

*Banner Title: College Algebra*

This course emphasizes techniques of problem solving using algebraic concepts. Topics include fundamental concepts of algebra, equations and inequalities, functions and graphs, systems of equations, analytic geometry, and optional topics, including sequences, series, and probability.

*Prerequisite: MAT 097 with a grade of C\* or better and/or MAT 099 with a grade of C\* or better or placement by diagnostic testing*

*Offered Quarterly*

## MARKETING MANAGEMENT

*Department Codes: MKT*

**MKT 101**  
**Principles of Management** (5-0-5)

*Banner Title: Principles of Management*  
Students develop the skills and behaviors they need to supervise people and job responsibilities successfully. Topics include personnel management, the basic supervisory functions, supervisory skills and techniques, and the special challenges and demands of supervising employees. Topics also include management theories; motivation, supervision, and evaluation of employees; recruitment, screening, and selection of employees; supervision techniques; and functions of management.

*Prerequisite: Provisional admission*

*Offered quarterly*

## MANAGEMENT AND SUPERVISORY DEVELOPMENT

*Department Code: MSD*

**MSD 103**  
**Leadership** (5-0-5)

*Banner Title: Leadership*

Students become familiar with the principles and methods of sound leadership and decision-making. Topics include characteristics of effective leadership styles, history of leadership, leadership models, the relationship of power and leadership, team leadership, and the role of leadership in effecting change.

*Prerequisite: Provisional admission*

*Offered Fall and Spring terms*

**MSD 104**  
**Human Resource Management** (5-0-5)

*Banner Title: Human Resource Management*

This course provides an overview of the human resource management (HRM) function and the role of managers and supervisors in managing the career cycle from organizational entry to exit. This course acquaints students with the authority, responsibility, functions, and problems of the human resource manager. Instructors will guide students in developing familiarity with the real work applications required of employers and managers who increasingly are in partnership with HRM generalists and specialists in their organizations. Topics include strategic human resource management; contemporary issues in HRM; ethics, diversity, and globalization; the human resource and supervisor partnership; human resource planning and productivity; and job description analysis, development, and design. The course also focuses on recruiting, interviewing, and

selecting employees; performance management and appraisal systems; employee training and development; disciplinary action and employee rights; employee compensation and benefits; labor relations and employment law; and technology applications in HRM. Case studies, readings, and role-plays are used to simulate workplace applications in labor relations.

*Prerequisite: Provisional admission*

*Offered Summer and Winter terms*

## PARALEGAL STUDIES

*Department Code: PLS*

**PLS 191**  
**Introduction to Law and Ethics** (5-0-5)

*Banner Title: Intro to Law and Ethics*

This course introduces the American legal system, the role of the lawyer and legal assistant within that system, and the ethical obligations of lawyers and legal assistants. Topics include the American common law system, federal and state court systems, case and statutory analysis, legal reasoning and problem-solving, ethical standards and concerns, and a brief introduction to substantive areas of law.

*Prerequisite: Program admission-level*

*English competency*

*Offered quarterly*

## POLITICAL SCIENCE

*Department Code: POL*

**POL 1101**  
**American Government** (5-0-5)

*Banner Title: American Government*

This course is a study of government politics in the United States. The course provides an overview of the Constitutional foundations of the American political process and focuses on government institutions and political procedures. The course examines the constitutional framework, federalism, civil liberties and civil rights, public opinion, the media, special interest groups, political parties, the election process, and the three branches of government. Topics include the foundations of government, political behavior, and governing institutions.

*Prerequisite: Program admission*

*Offered quarterly*

## PSYCHOLOGY

*Department Code: PSY*

**PSY 1010**  
**Basic Psychology** (5-0-5)

*Banner Title: Basic Psychology*

This course presents the basic principles

of human behavior and their application to everyday life and work. Topics include an introduction to psychology; social environments; communications and group processes; personality; emotions and motives; conflicts, stress, and anxiety; perception and learning; life span development; and abnormal psychology.

*Prerequisites: ENG 097 with a grade of C\* or better and RDG 097 with a grade of C\* or better or placement by diagnostic testing*

*Offered quarterly*

### **PSY 1101**

#### **Introduction to Psychology (5-0-5)**

*Banner Title: Introduction to Psychology*  
This course emphasizes the basics of psychology. Topics include the science of psychology; social environments; life stages; physiology and behavior; personality; emotions and motives; conflicts, stress, and anxiety; abnormal behavior; and perception, learning, and intelligence.

*Prerequisites: ENG 099 with a grade of C\* or better and RDG 098 with a grade of C\* or better or placement by diagnostic testing*

*Offered quarterly*

### **PSY 2103**

#### **Human Growth and Development (5-0-5)**

*Banner Title: Human Growth and Development*

This course surveys the changes that occur during the human life cycle beginning with conception and continuing through late adulthood and death. Instructors emphasize the scientific knowledge base of human growth and development and the interactive forces of nature and nurture. Topics include theories; research methods; physical development; prenatal, birth, infancy, childhood, adolescence, adulthood, aging, and death; cognitive development; learning, perception, and language development; and temperament, emotions, personality, attachment, parenting, and family relationships.

*Prerequisites: PSY 1101*

*Offered quarterly*

### **PSY 2250**

#### **Abnormal Psychology (5-0-5)**

*Banner Title: Abnormal Psychology*

This course studies the nature and causes of various forms of behavior disorders. Topics include the types of abnormalities, psychopathology, assessment and classification of mental disorders, symptomatology of major mental disorders, and critical evaluation of current theories.

*Prerequisites: PSY 1101*

*Offered quarterly*

## **SCIENCE AND TECHNOLOGY**

*Department Code: SCT*

### **SCT 100**

#### **Introduction to Microcomputers (1-4-3)**

*Banner Title: Intro to Microcomputers*

This course introduces the fundamental concepts and operations necessary to use microcomputers. Course content emphasizes basic functions and familiarity with computer use. Topics include computer terminology and an introduction to the Windows environment, networking, word processing, spreadsheets, presentation graphics, and databases.

*Prerequisite: Provisional admission*

*Offered quarterly*

## **SOCIOLOGY**

*Department Code: SOC*

### **SOC 1101**

#### **Introduction to Sociology (5-0-5)**

*Banner Title: Introduction to Sociology*

This course provides students with a sociological analysis of society, its culture, and structure. Instructors present sociology as a science with emphasis placed on its methodology and theoretical foundations. Topics include basic sociological concepts, socialization, social interaction and culture, social groups and institutions, deviance and social control, social stratification, social change, and marriage and family.

*Prerequisites: ENG 099 with a grade of C\* or better and RDG 098 with a grade of C\* or better or placement by diagnostic testing*

*Offered quarterly*

## **SPEECH**

*Department Code: SPC*

### **SPC 1101**

#### **Public Speaking (5-0-5)**

*Banner Title: Public Speaking*

This course introduces the fundamentals of oral communication. Topics include selection and organization of materials, preparation and delivery of individual and group presentations, and analysis of ideas presented by others, and professionalism.

*Prerequisites: ENG 099 with a grade of C\* or better and RDG 098 with a grade of C\* or better or placement by diagnostic testing*

*Offered quarterly*

## **SOCIAL WORK ASSISTANT**

*Department Code: SWG*

### **SWG 100**

#### **Introduction to Social Services (5-0-5)**

*Banner Title: Intro to Social Services*

This course provides an introduction to the basic concepts, information, and practices within the field of social services. Topics include a survey of the historical development of social services; social, legal, and clinical definitions; and a review of current information regarding indications for and methods of treatment and/or services.

*Prerequisite: Program admission*

*Offered Winter and Summer terms*

### **SWG 105**

#### **Abnormal Behavior (5-0-5)**

*Banner Title: Abnormal Behavior*

This course provides students the opportunity to increase their knowledge and understanding of current issues and perspectives in abnormal behavior. Instructors will call attention to the issue of gender, as well as culture, in discussions of psychological disorders. This course also covers groundbreaking biological research on abnormal psychology and provides an integrated biopsychosocial understanding of each disorder. Students will develop an appreciation of traditional approaches to understanding abnormal behavior.

*Prerequisites: PSY 1010 or PSY 1101*

*Offered Summer term*

### **SWG 200**

#### **Special Problems with Youth (5-0-5)**

*Banner Title: Special Problems/Youth*

This course examines various modalities for assessing and intervening with children and adolescents with special needs. The course focuses on problem assessment, types of intervention strategies, and techniques and methods for determining the effectiveness of interventions with children and adolescents.

*Prerequisites: Program admission*

*Offered Winter term*

### **SWG 201**

#### **Adolescent Life Cycle (5-0-5)**

*Banner Title: Adolescent Life Cycle*

This course is a study of the developmental phases from adolescence through young adulthood and the tasks and goals to be achieved during those stages. Topics include physiological and psychological changes, interpersonal relationships, and the individual's ability to relate to the social environment. An emphasis on the critical areas of the adolescent period of the life cycle will be crucial to the student's development of skills and techniques needed to work with diverse groups.

*Prerequisites: Program admissions*

*Offered Fall term*