

## A.A.S. - Homeland Security

The Homeland Security program provides the knowledge and skills necessary for security professionals, including business, industry, and corporate managers who are responsible for risk assessment, infrastructure management, physical and information security, and human capital management. Students will benefit from a dynamic real-world approach to actual and potential scenarios. From terrorism to emergency management, these programs will provide students with current information and transferable skills that are critical to meeting employer needs in both the homeland security and public safety sectors.

Students will build skills toward Incident Command System (ICS) and National Incident Management System (NIMS) Certifications. In performance-based labs, designed to develop proficiencies in Triage, Decontamination, and Hazardous Materials Command, Control, Communications, Computers, Information, and Intelligence (C4I2) as well as Response Management of Terrorist Threats and Natural Disasters, students will use equipment actually employed in the field. In computer-simulation logs and using Advanced Combat and Tactical Simulations (ACATS) software, originally designed for and used by the U.S. Departments of Defense and Homeland Security to practice and improve strategy development, students will design, develop, and implement terrorist and natural disaster exercises.

	<b>credit hours</b>
<b>Area I: Written Composition .....</b>	<b>6</b>
ENG 101 English Composition I .....	3
ENG 102 English Composition II .....	3
<b>Area II: Humanities and Fine Arts .....</b>	<b>6</b>
SPH 107 Fundamentals of Public Speaking .....	3
or SPH 106 Fundamentals of Oral Communication .....	3
*Humanities/Fine Arts Elective .....	3
<b>Area III: Natural Science and Mathematics .....</b>	<b>10</b>
MTH 100 Intermediate College Algebra (or higher level MTH) .....	3
CIS 146 Microcomputer Applications .....	3
PHS 112 Physical Science II .....	4
or CHM 104 Introduction to Inorganic Chemistry (or higher level CHM).....	4
or BIO 103 Principles of Biology I .....	4
<b>Area IV: History, Social, and Behavioral Sciences .....</b>	<b>6</b>
PSY 200 General Psychology .....	3
POL 220 State and Local Government .....	3
or POL 211 American National Government .....	3
or HIS 121/122/201/202 .....	3
<b>Area V: Preprofessional, major, and elective courses .....</b>	<b>41</b>
<i>Required Homeland Security .....</i>	<i>14</i>
HLS 100 Introduction to Homeland Security and Public Safety .....	3
HLS 190 Critical Infrastructure Assessment and Protection .....	3
HLS 215 Mass Casualty and Triage Management .....	3
HLS 241 Incident Management Team Operations .....	3
EMS 100 Cardiopulmonary Resuscitation I .....	1
EMS 104 First Aid for Students of Health Related Professions .....	1
<i>Electives .....</i>	<i>24</i>
Must be HLS, HLS dual listed or EMS courses .....	24

\* Students must choose from among the courses listed on page 78.

<b>Additional degree requirements</b> .....	<b>3</b>
**ORI 101 Orientation to College .....	1
WKO 101 Workplace Skills Development I .....	2
<b>Total</b> .....	<b>69</b>

## A.A.S. - Medical Assisting

The Medical Assisting Program is intended to prepare students to perform administrative and clinical tasks to assist the physician in many areas of the medical practice. The duties of medical assistants may vary from administrative duties to clinical care and treatment of the patient. Students will learn to take and record medical histories, vital signs, administer medication, sterilize instruments, assist with minor office procedures, and handle patient emergencies. In the laboratory area, students will learn to obtain blood samples and perform routine laboratory procedures. In the administrative area, students will learn to update and file patient medical records, fill out insurance forms and arrange for hospital admissions and laboratory services. Additional administrative duties may include answering phones, greeting patients, handling correspondence, scheduling appointments and billing. Prior to completion of the course of study, students will complete a 250-hour preceptorship in a medical setting.

Upon completion of the program, the student will be awarded the A.A.S. – Associate in Applied Science degree and will be eligible to sit for a certification exam.

	<b>credit hours</b>
<b>Area I: Written Composition</b> .....	<b>3</b>
ENG 101 English Composition I .....	3
<b>Area II: Humanities and Fine Arts</b> .....	<b>6-7</b>
SPH 107 Fundamentals of Public Speaking .....	3
*Humanities/Fine Arts Elective .....	3-4
<b>Area III: Natural Science and Mathematics</b> .....	<b>10</b>
MTH 100 Intermediate College Algebra (or higher) .....	3
BIO 103 Principles of Biology .....	4
CIS 146 Microcomputer Applications.....	3
<b>Area IV: History, Social, and Behavioral Sciences</b> .....	<b>3</b>
Psychology Elective .....	3
<b>Area V: Preprofessional, major, and elective courses</b> .....	<b>49</b>
<i>Required courses</i> .....	<b>47</b>
MAT 101 Medical Terminology .....	3
or HPS 105 Medical Terminology .....	3
MAT 102 Medical Assisting Theory I .....	3
MAT 103 Medical Assisting Theory II .....	3
MAT 111 Clinical Procedures I for the Medical Assistant .....	3
MAT 120 Medical Administrative Procedures I .....	3
MAT 121 Medical Administrative Procedures II .....	3
MAT 125 Laboratory Procedures I for the Medical Assistant .....	3
MAT128 Medical Law and Ethics for the Medical Assistant .....	3

\* Students must choose from among the courses listed on page 78.

\*\* Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.