

# *Careers in* **EMERGENCY SERVICES**

## ***Certificates***

- *Correctional Officer*
- *Fire Science*

## ***Associate in Applied Science***

- *Corrections Administration*
- *Corrections Administration-Jail Administration*
- *Criminal Justice Administration*
- *Criminal Justice Pre-Service*
- *Fire Science Administration*

## ***Associate***

- *Criminal Justice-Generalist*

## ***Partnership Programs***

- *Alpena Community College*
- *Central Michigan University (off-campus/online)*
- *Mid Michigan Community College*
- *North Central Michigan College*
- *Davenport University*
- *Franklin University*
- *Lake Superior State University*
- *Madonna University*

See information on our partnership programs on the web at  
<http://www.kirtland.edu/students/transferfrom/>

## **Foundation**

Kirtland Community College recognizes the importance of students possessing basic academic skills in English, reading, and mathematics in order to successfully complete college-level courses. Therefore, all entry-level students are required to demonstrate their proficiency in basic academic skills, as these courses are the foundation for success in all programs. The student's advisor will indicate which of the following courses need to be taken based on ACT scores or COMPASS placement testing results. It is highly recommended that students take these courses during the first semester in order to prepare for the road ahead, as well as possibly satisfying prerequisites needed for more advanced courses. Specific courses needed may be tracked below. *Students must plan additional time to complete their program requirements if placement results demonstrate the need to begin with preparatory courses (courses numbered less than 10000).*

- |  |   |
|--|---|
| <input type="checkbox"/> ENG-10000 Writing Lab (if required) | <input type="checkbox"/> Mathematics: _____ |
| <input type="checkbox"/> English: _____                      | <input type="checkbox"/> Reading: _____     |

**FOR MORE INFORMATION, PLEASE CONTACT THE CAREERS IN EMERGENCY SERVICES DEPARTMENT:**  
Shawn Ott 989-275-5000, extension 283

# CORRECTIONAL OFFICER

## Certificate of Completion (CCRR1)

**Minimum Credits: 32**  
**Contact Hours: 32-34**

### Introduction

The Correctional Officer certificate prepares graduates for jobs in a prison system as a corrections officer. This one-year certificate of completion incorporates the 15 semester hours of corrections, criminal justice, psychology, sociology, and human relations credits required by the Michigan Department of Corrections. All candidates must maintain a 2.0 cumulative GPA or better, with a C or better in all criminal justice courses. A mandatory dress code is in effect for all students enrolled in the corrections curriculum. Students have the opportunity to plan for transfer to a four-year college or university, and credits may be used toward a corrections administration degree.

### Prerequisites

Applicants admitted to this program must meet the following special entrance requirements: 1) have no felony convictions; 2) have a high school diploma or GED; 3) interview by appointment with a criminal justice advisor before entering the program; 4) provide personal background information and sign a release form to facilitate possible background investigation (information and/or investigation may determine eligibility to enter the program); 5) sign and abide by the Criminal Justice Code of Conduct, which includes mandatory dress code; 6) submit proof of a physical examination, if required.

| Course    | Title                                  | Credits |
|-----------|--|---------|
| CJS-10000 | Introduction to Criminal Justice       | 3       |
| CJS-10900 | Introduction to Corrections            | 3       |
| CJS-11000 | Careers in Emergency Services          | 1       |
| CJS-11100 | Legal Issues in Corrections            | 3       |
| CJS-11200 | Client Growth & Development            | 3       |
| CJS-17000 | Correctional Institutions & Facilities | 3       |
| CJS-17103 | Correctional Officer's Report Writing  | 1       |
| CJS-17200 | Client Relations in Corrections        | 3       |
| CJS-24000 | Criminology                            | 3       |
| CJS-_____ | CJS elective with advisor approval     | 3       |

### General Education

#### Communications (3-4 credits):

|           |                                   |     |
|-----------|-----------------------------------|-----|
| ENG-10000 | Writing Lab, if required          | 0-1 |
| ENG-10303 | English Composition I w/Computers | 3   |

#### Life Skills (3 credits):

|           |                           |   |
|-----------|---------------------------|---|
| CIS-10500 | Introduction to Computers | 3 |
|-----------|---------------------------|---|



# CORRECTIONS ADMINISTRATION

Associate in Applied Science (DCRA0)

Minimum Credits: 64

Contact Hours: 66-73

## Introduction

The Corrections Administration program is concerned with all segments of the criminal justice system. The major emphasis is placed on corrections history, development, sentencing, incarceration, community-based programs, diversion, probation, parole, prisoner's rights, offender violence, supervision, and corrections of the future. Graduates are prepared for jobs within a prison system. All candidates must maintain a 2.0 cumulative GPA or better, with a grade of C or better in all criminal justice courses. A mandatory dress code is in effect for all students enrolled in the corrections curriculum. Students have the opportunity to plan for transfer to a four-year college or university.

## Prerequisites

Applicants admitted to this program must meet the following special entrance requirements: 1) have no felony convictions; 2) have a high school diploma or GED; 3) interview by appointment with a criminal justice advisor before entering the program; 4) provide personal background information and sign a release form to facilitate possible background investigation (information and/or investigation may determine eligibility to enter the program); 5) sign and abide by the Criminal Justice Code of Conduct, which includes mandatory dress code; 6) submit proof of a physical examination, if required.

| Course                                    | Title  | Credits |
|---|--|---------|
| CJS-10000                                 | Introduction to Criminal Justice                   | 3       |
| CJS-10900                                 | Introduction to Corrections                        | 3       |
| CJS-11000                                 | Careers in Emergency Services                      | 1       |
| CJS-11100                                 | Legal Issues in Corrections                        | 3       |
| CJS-11200                                 | Client Growth & Development                        | 3       |
| CJS-17000                                 | Correctional Institutions & Facilities             | 3       |
| CJS-17103                                 | Correctional Officer's Report Writing              | 1       |
| CJS-17200                                 | Client Relations in Corrections                    | 3       |
| CJS-20800                                 | Criminal Justice Internship (Maximum of 9 credits) | 3       |
| CJS-21100                                 | Narcotics Investigation                            | 3       |
| CJS-24000                                 | Criminology  | 3       |
| CJS-28100                                 | Correctional Management                            | 3       |
| <i>Select 3 hours from the following:</i> |  |         |
| CJS-10200                                 | Physical Training I                                | 3       |
| CJS-10800                                 | Firearms   | 3       |
| CJS-24500                                 | Social Deviant Behavior                            | 3       |

## General Education

### Communications (9-10 credits):

|                           |  |     |
|---------------------------|--|-----|
| ENG-10000                 | Writing Lab, if required   | 0-1 |
| ENG-10303                 | English Composition I w/Computers  | 3   |
| ENG-10403<br>Or ENG-10602 | English Composition II w/Computers<br>Or Technical Writing w/Computers   | 3   |
| SPE-10500<br>Or SPE-11400 | Fundamentals of Speech<br>Or Intro to Interpersonal/Public Communication | 3   |

### Humanities/Social Science (11-13 credits):

|           |                                     |     |
|-----------|-------------------------------------|-----|
| POL-10100 | Introduction to American Government | 3   |
| PSY-10100 | Introduction to Psychology          | 3   |
| SOC-10100 | Introduction to Sociology           | 3   |
|           | Humanities elective                 | 2-4 |

### Life Skills (3 credits):

|                                 |   |   |
|---------------------------------|---|---|
| CIS-10500<br>Or OIS-10401/02/03 | Introduction to Computers<br>Or Keyboarding I A, B, & C | 3 |
|---------------------------------|---|---|

### Math/Natural Scienc3 (6-9 credits):

|           |                                |     |
|-----------|--------------------------------|-----|
| MTH-12000 | Intermediate Algebra or higher | 3-4 |
|           | Any Science course with a lab  | 3-5 |

# CORRECTIONS ADMINISTRATION – JAIL ADMINISTRATION

Associate in Applied Science (DCRA1)

**Minimum Credits: 64**

**Contact Hours: 69-75**

## Introduction

The Corrections Administration - Jail Administration program is concerned with all segments of the criminal justice system. The major emphasis is placed on a 160-hour Local Corrections Academy, dealing with booking, intake and release, suicide awareness, report writing, prison behavior, correctional law, custody and security, PPCT defensive tactics, interpersonal communication, fire and safety, cultural diversity, sexual harassment, ethics, and stress management. Graduates are prepared for jobs within the local jail systems. All candidates must maintain a 2.0 cumulative GPA or better, with a grade of "C" or better in all criminal justice courses. A mandatory dress code is in effect for all students enrolled in the corrections curriculum. Students have the opportunity to plan for transfer to a four-year college or university.

## Prerequisites

Applicants admitted to this program must meet the following special entrance requirements: 1) have no felony convictions; 2) have a high school diploma or GED; 3) interview by appointment with a criminal justice advisor before entering the program; 4) provide personal background information and sign a release form to facilitate possible background investigation (information and/or investigation may determine eligibility to enter the program); 5) sign and abide by the Criminal Justice Code of Conduct, which includes mandatory dress code; 6) submit proof of a physical examination, if required.

| Course                          | Title  | Credits |
|---------------------------------|--|---------|
| CJS-10000                       | Introduction to Criminal Justice                   | 3       |
| CJS-10900                       | Introduction to Corrections                        | 3       |
| CJS-11000                       | Careers in Emergency Services                      | 1       |
| CJS-17200                       | Client Relations in Corrections                    | 3       |
| CJS-20800                       | Criminal Justice Internship (Maximum of 9 credits) | 3       |
| CJS-21100                       | Narcotics Investigation                            | 3       |
| CJS-24000                       | Criminology  | 3       |
| CJS-26007                       | Corrections Academy                                | 10      |
| CJS-28100                       | Correctional Management                            | 3       |
| <i>One elective from below:</i> |  |         |
| CJS-10200                       | Physical Training I                                | 3       |
| CJS-10800                       | Basic Firearms                                     | 3       |
| CJS-11100                       | Legal Issues in Corrections                        | 3       |
| CJS-17000                       | Correctional Institutions & Facilities             | 3       |
| CJS-24500                       | Social Deviant Behavior                            | 3       |
| CJS-11200                       | Client Growth & Development                        | 3       |

## General Education

### Communications (9-10 credits):

|                           |  |     |
|---------------------------|--|-----|
| ENG-10000                 | Writing Lab, if required   | 0-1 |
| ENG-10303                 | English Composition I w/Computers  | 3   |
| ENG-10403<br>Or ENG-10602 | English Composition II w/Computers<br>Or Technical Writing w/Computers   | 3   |
| SPE-10500<br>Or SPE-11400 | Fundamentals of Speech<br>Or Intro to Interpersonal/Public Communication | 3   |

### Humanities/Social Science (11-13 credits):

|           |                                     |     |
|-----------|-------------------------------------|-----|
| POL-10100 | Introduction to American Government | 3   |
| PSY-10100 | Introduction to Psychology          | 3   |
| SOC-10100 | Introduction to Sociology           | 3   |
|           | Humanities elective                 | 2-4 |

### Life Skills (3 credits):

|                                 |   |   |
|---------------------------------|---|---|
| CIS-10500<br>Or OIS-10401/02/03 | Introduction to Computers<br>Or Keyboarding I A, B, & C | 3 |
|---------------------------------|---|---|

### Math/Natural Science (6-9 credits):

|           |                                |     |
|-----------|--------------------------------|-----|
| MTH-12000 | Intermediate Algebra or higher | 3-4 |
|           | Any Science course with a lab  | 3-5 |

# CRIMINAL JUSTICE ADMINISTRATION

Associate in Applied Science (DCJA0)

Minimum Credits: 60

Contact Hours: 62-69

## Introduction

Criminal Justice Administration is a program concerned with all branches of law enforcement - federal, state, local, and private agencies - in crime prevention, law enforcement, detection and apprehension of criminals, deterrence of delinquency, corrections, probation, and parole. Graduates are prepared for jobs in any law enforcement agency for positions other than a certified police officer, i.e., corrections, dispatch, juvenile officer. All candidates must maintain a 2.0 cumulative GPA or better, with a grade of C or better in all CJS courses. A mandatory dress code is in effect for all students enrolled in the criminal justice administration curriculum. Students have the opportunity to plan for transfer to a four-year college or university, and credits may be used toward a Corrections Administration degree. Students should contact a criminal justice advisor for further questions.

## Prerequisites

Applicants admitted to this program must meet the following special entrance requirements: 1) have no felony convictions; 2) have a high school diploma or GED; 3) interview by appointment with a criminal justice advisor before entering the program; 4) must provide personal background information and sign a release form to facilitate possible background investigation (information and/or investigation may determine eligibility to enter the program); 5) sign and abide by the Criminal Justice Code of Conduct, which includes mandatory dress code; 6) submit proof of a physical examination, if required.

| Course   | Title                                  | Credits |
|--|--|---------|
| CJS-10000                                      | Introduction to Criminal Justice       | 3       |
| CJS-11000                                      | Careers in Emergency Services          | 1       |
| CJS-17000                                      | Correctional Institutions & Facilities | 3       |
| CJS-20800                                      | Criminal Justice Internship*           | 3       |
| CJS-24000                                      | Criminology                            | 3       |
| <i>Select 18 hours of electives from below</i> |  |         |
| CJS-10200                                      | Physical Training I                    | 3       |
| CJS-10800                                      | Firearms                               | 3       |
| CJS-10900                                      | Introduction to Corrections            | 3       |
| CJS-11100                                      | Legal Issues in Corrections            | 3       |
| CJS-11200                                      | Client Growth & Development            | 3       |
| CJS-17103                                      | Correctional Officer's Report Writing  | 1       |
| CJS-17200                                      | Client Relations in Corrections        | 3       |
| CJS-21100                                      | Narcotics Investigation                | 3       |
| CJS-24500                                      | Social Deviant Behavior                | 3       |
| CJS-28100                                      | Correctional Management                | 3       |

## General Education

### Communications (9-10 credits):

|                           |  |     |
|---------------------------|--|-----|
| ENG-10000                 | Writing Lab, if required   | 0-1 |
| ENG-10303                 | English Composition I w/Computers  | 3   |
| ENG-10403<br>Or ENG-10602 | English Composition II w/Computers<br>Or Technical Writing w/Computers   | 3   |
| SPE-10500<br>Or SPE-11400 | Fundamentals of Speech<br>Or Intro to Interpersonal/Public Communication | 3   |

### Humanities/Social Science (11-13 credits):

|           |                                     |     |
|-----------|-------------------------------------|-----|
| POL-10100 | Introduction to American Government | 3   |
| PSY-10100 | Introduction to Psychology          | 3   |
| SOC-10100 | Introduction to Sociology           | 3   |
|           | Humanities elective                 | 2-4 |

### Life Skills (3 credits):

|                                 |   |   |
|---------------------------------|---|---|
| CIS-10500<br>Or OIS-10401/02/03 | Introduction to Computers<br>Or Keyboarding I A, B, & C | 3 |
|---------------------------------|---|---|

### Math/Natural Science (6-9 credits):

|           |                                |     |
|-----------|--------------------------------|-----|
| MTH-12000 | Intermediate Algebra or higher | 3-4 |
|           | Any Science course with a lab  | 3-5 |

# CRIMINAL JUSTICE PRE-SERVICE

Associate in Applied Science (DCJP0)

Minimum Credits: 67

Contact Hours: 91-96

## Introduction

Criminal Justice Pre-Service is a program leading to certification by the Michigan Commission on Law Enforcement Standards (MCOLES). Upon completion of Police Academy and successfully passing a mastery exam administered by MCOLES, students will be eligible for employment as law enforcement officers in most police agencies in Michigan and some other states. Candidates in this program must maintain a GPA of 2.0 or better, with a C or better in all criminal justice courses. A mandatory dress code is in effect for all students enrolled in the criminal justice curriculum. Students have the opportunity to plan for transfer to a four-year college or university, and credits may also be used toward the criminal justice administration degree.

## Prerequisites

Applicants admitted to the Pre-Service program must be qualified according to the rules and regulations of MCOLES and follow their policies and procedures. This program has special entrance requirements: 1) possess a valid Michigan motor vehicle operator's or chauffeur's license; 2) have no felony convictions; 3) have a high school diploma or GED; 4) interview by appointment with a criminal justice advisor before entering the program; 5) provide personal background information and sign a release form to facilitate possible background investigation (information and/or investigation may determine eligibility to enter the program); 6) sign and abide by the Criminal Justice Code of Conduct, which includes mandatory dress code; 7) have a physical examination before enrolling in Physical Training class; 8) successfully complete the MCOLES literacy and physical agility exams before entering Police Academy. A complete physical examination and hearing and vision tests are also required prior to entering the Police Academy.

| Course    | Title                            | Credits |
|-----------|----------------------------------|---------|
| CJS-10000 | Introduction to Criminal Justice | 3       |
| CJS-10200 | Physical Training I              | 3       |
| CJS-11000 | Careers in Emergency Services    | 1       |
| CJS-20800 | Criminal Justice Internship      | 3       |
| CJS-24000 | Criminology                      | 3       |
| CJS-24500 | Social Deviant Behavior          | 3       |
| CJS-26600 | Police Academy                   | 21      |

## General Education

### Communications (9-10 credits):

|                           |  |     |
|---------------------------|--|-----|
| ENG-10000                 | Writing Lab, if required   | 0-1 |
| ENG-10303                 | English Composition I w/Computers  | 3   |
| ENG-10403<br>Or ENG-10602 | English Composition II w/Computers<br>Or Technical Writing w/Computers   | 3   |
| SPE-10500<br>Or SPE-11400 | Fundamentals of Speech<br>Or Intro to Interpersonal/Public Communication | 3   |

### Humanities/Social Science (12 credits):

|           |                                     |   |
|-----------|-------------------------------------|---|
| POL-10100 | Introduction to American Government | 3 |
| PSY-10100 | Introduction to Psychology          | 3 |
| PSY-20200 | Abnormal Psychology                 | 3 |
| SOC-10100 | Introduction to Sociology           | 3 |

### Life Skills (3 credits):

|                                 |   |   |
|---------------------------------|---|---|
| CIS-10500<br>Or OIS-10401/02/03 | Introduction to Computers<br>Or Keyboarding I A, B, & C | 3 |
|---------------------------------|---|---|

### Math/Natural Science (6-9 credits):

|           |                                |     |
|-----------|--------------------------------|-----|
| MTH-12000 | Intermediate Algebra or higher | 3-4 |
|           | Any Science course with a lab  | 3-5 |

## POLICE ACADEMY

The Academy is a 17-week, 40-hour per week, MCOLES (Michigan Commission on Law Enforcement Standards) certified program that covers the following: **Investigation** - Introduction to investigation, substantive criminal law, criminal procedure, investigation, court functions and civil law, crime scene process, special investigation, and investigation of domestic violence; **Patrol Procedures** - Patrol operations, interpersonal relations and conflict mediation, patrol techniques, report writing, and juveniles; **Detention and Prosecution** - Receiving and booking process, case prosecution, and civil process; **Police Skills** - First aid, firearms, police physical skills, and emergency vehicle operation; **Traffic** - Motor vehicle law, vehicle stops, traffic control and enforcement, operating under the influence of liquor, and motor vehicle traffic crash investigation; **Special Operations** - Emergency preparedness/disaster control, civil disorders, and tactical operations.

**Note:** \*Students should refer to <http://www.kirtland.edu/students/transferfrom/> for more information about articulation agreements that are in place with other colleges.

## **POLICE ACADEMY PARTNERSHIPS**

3 + 1 Transfer Agreement – Alpena Community College  
3 + 1 Transfer Agreement – Mid Michigan Community College  
3 + 1 Transfer Agreement – North Central Michigan College

### **Alpena Community College**

Contact: Michael Roy  
989-358-7208  
[roym@ns.alpena.cc.mi.us](mailto:roym@ns.alpena.cc.mi.us)

### **Kirtland Community College**

Contact: Shawn Ott  
989-275-5000, extension 323  
[shawn.ott@kirtland.edu](mailto:shawn.ott@kirtland.edu)

### **Mid Michigan Community College**

Contact: Barney Ledford  
989-773-6622, ext. 230  
[bledford.@midmich.edu](mailto:bledford.@midmich.edu)

### **North Central Michigan College**

Contact: James Carter  
Phone # 231-439-6379  
[jcart@ncmc.cc.mi.us](mailto:jcart@ncmc.cc.mi.us)



|   |
|---|
| <b>ASSOCIATE IN CRIMINAL JUSTICE –GENERALIST</b> Minimum Credits: 60<br>(DCJG0) <span style="float: right;">Contact Hours: 62-67</span> |
|---|

**Introduction**

The Associate in Criminal Justice - Generalist degree is designed for students who plan to transfer to a four-year college or university, and to help students transferring in from other colleges to meet requirements for entry into the Kirtland Regional Police Academy.

Students planning to transfer to a four-year college or university must consult with their advisor and carefully study the requirements of the four-year institution from which they intend to secure a bachelor's degree. Appropriate course substitutions may be made upon the recommendation of a student's advisor and with approval of the appropriate dean or associate dean. Substitutions are only made in accordance with the specific requirements of the baccalaureate degree-granting institution to which the student intends to transfer.

Students who have previously attended other colleges or universities may apply earned transfer credit in subject areas (i.e. psychology elective, biology elective, etc.) where deemed appropriate. This degree satisfies the requirements of the MACRAO Transfer Agreement as defined in the handbook section of this catalog.

**Prerequisites**

Applicants admitted to the Criminal Justice - Generalist program must meet the following special entrance requirements: 1) possess a valid Michigan motor vehicle operator's or chauffeur's license; 2) have no felony convictions; 3) have a high school diploma or GED; 4) interview by appointment with a criminal justice advisor before entering the program; 5) provide personal background information and sign release form to facilitate possible background investigation (information and/or investigation may determine eligibility to enter the program); 6) sign and abide by Criminal Justice Code of Conduct, which includes a mandatory dress code; 7) pass a physical examination before enrolling in physical training class.

**Note: Students must maintain a GPA of 2.0 or higher and earn a "C" or better (2.0) in all Criminal Justice classes.**

| Course                      | Title  | Credits |
|-----------------------------|--|---------|
| CJS-10000                   | Introduction to Criminal Justice                 | 3       |
| CJS-24000<br>(Or SOC-24000) | Criminology                                      | 3       |
|                             | Criminal Justice electives with advisor approval | 0-4     |

**General Education**

**Communications (12-13 credits):**

|                           |   |     |
|---------------------------|---|-----|
| CIS-10500                 | Introduction to Computers                                       | 3   |
| ENG-10000                 | Writing Lab, if required  | 0-1 |
| ENG-10303                 | English Composition I w/Computers                               | 3   |
| ENG-10403                 | English Composition II w/Computers                              | 3   |
| SPE-10500<br>Or SPE-11400 | Fundamentals of Speech<br>Or Intro to Interpersonal/Public Comm | 3   |

**Humanities (11-13 credits):**

|   |   |     |
|---|---|-----|
|   | Select a course from ART, MUS, or THE   | 2-3 |
|   | Select a course from Journalism, Languages, or Literature   | 3-4 |
| HIS-10500<br>Or HIS-10600<br>Or HIS-20100<br>Or HIS-20200<br>Or HIS-20300<br>Or HIS-20400 | History of World Societies to 1500<br>Or History of World Societies Since 1500<br>Or United States History to 1865<br>Or United States History Since 1865<br>Or Michigan History<br>Or The American Civil War | 3   |
| PHL-20100<br>Or PHL-21000   | Intro to Philosophy<br>Or Intro to Ethics   | 3   |

**Social Science (15-16 credits):**

|   |  |             |
|---|--|-------------|
| GEO-10000<br>Or POL-20000<br>Or POL-20100 | World Geography<br>Or International Relations<br>Or Comparative Government | 4<br>3<br>3 |
| POL-10100                                 | Introduction to American Government  | 3           |
| PSY-10100                                 | Introduction to Psychology   | 3           |
| PSY-20200                                 | Abnormal Psychology  | 3           |
| SOC-10100                                 | Introduction to Sociology  | 3           |

**Math/Natural Science (6-9-14 credits):**

|           |  |      |
|-----------|--|------|
| MTH-13000 | College Algebra or higher, excluding MTH-20500 and MTH-20600 | 3-4  |
|           | Select two Science Electives with Labs                       | 6-10 |

# FIRE SCIENCE

Certificate of Completion (CFFT1)

Minimum Credits: 30

Contact Hours: 30

## Introduction

The Fire Science certificate prepares graduates for positions as public safety officers. This one-year certificate of completion will be in addition to the Associate in Applied Science – Pre-Service Degree and will satisfy the public safety requirements for those candidates wishing to pursue a career in public safety. All candidates for the Public Safety certificate must complete a total of 30 credit hours and maintain a cumulative grade point average of 2.0 or better with a “C” or better in all CJS and FFT courses. A mandatory code of conduct, including dress code, is in effect for all students enrolled in this curriculum.

## Prerequisites

Applicants admitted to this program must meet the following special entrance requirements: 1) have no felony convictions; 2) have a high school diploma or GED; 3) interview by appointment with a criminal justice advisor before entering the program; 4) provide personal background information and sign a release form to facilitate possible background investigation (information and/or investigation may determine eligibility to enter the program); 5) sign and abide by the Criminal Justice Code of Conduct, which includes mandatory dress code; 6) submit proof of a physical examination, if required.

| Course    | Title                               | Credits |
|-----------|-------------------------------------|---------|
| CJS-11000 | Careers in Emergency Services       | 1       |
| FFT-10500 | Introduction to Fire Fighting       | 3       |
| FFT-10600 | Introduction to Arson Investigation | 3       |
| FFT-10700 | Fire Fighter Safety & Survival      | 3       |
| FFT-20500 | Fire Fighter I                      | 10      |
| FFT-20600 | Fire Fighter II                     | 10      |



# FIRE SCIENCE ADMINISTRATION

Associate in Applied Science (DFFT1)

Minimum Credits: 67

Contact Hours: 68-72

## Introduction

Fire Science Administration is a program leading to an Associate in Applied Science degree. The courses in this program focus on meeting the needs of fire service personnel with consideration given to upgrading and enhancing the knowledge and skills of fire fighters. This program is designed to provide competency and leadership skills in the fire service field. Candidates for the Associate in Applied Science--Fire Science Administration degree must complete a **minimum total of 67 credit hours** and maintain a cumulative grade point average of 2.0 or better, with a "C" or better in all CJS and FFT courses. A mandatory code of conduct, including dress code, is in effect for all students enrolled in this curriculum. Students have the opportunity to plan for transfer to a four-year college or university. Students should contact a criminal justice advisor for further questions.

## Prerequisites

Applicants admitted to this program must meet the following special entrance requirements: 1) have no felony convictions; 2) have a high school diploma or GED; 3) interview by appointment with a criminal justice advisor before entering the program; 4) provide personal background information and sign a release form to facilitate possible background investigation (information and/or investigation may determine eligibility to enter the program); 5) sign and abide by the Criminal Justice Code of Conduct, which includes mandatory dress code; 6) submit proof of a physical examination, if required; 7) have a physical examination before enrolling in Physical Training class.

| Course   | Title                               | Credits |
|--|-------------------------------------|---------|
| CJS-10200  | Physical Training                   | 3       |
| CJS-11000  | Careers in Emergency Services       | 1       |
| CJS-24500  | Social Deviant Behavior             | 3       |
| FFT-10500  | Introduction to Fire Fighting       | 3       |
| FFT-10600  | Introduction to Arson Investigation | 3       |
| FFT-10700  | Fire Fighter Safety & Survival      | 3       |
| <b>And upon completion of all prerequisites:</b> |                                     |         |
| FFT-20500  | Fire Fighter I                      | 10      |
| FFT-20600  | Fire Fighter II                     | 10      |

## General Education

### Communications (9-10 credits):

|              |                                       |     |
|--------------|---------------------------------------|-----|
| ENG-10000    | Writing Lab, if required              | 0-1 |
| ENG-10303    | English Composition I w/Computers     | 3   |
| ENG-10403    | English Composition II w/Computers    | 3   |
| Or ENG-10602 | Or Technical Writing w/Computers      |     |
| SPE-10500    | Fundamentals of Speech                | 3   |
| Or SPE-11400 | Or Intro to Interpersonal/Public Comm |     |

### Humanities/Social Science (8-10 credits):

|           |                                     |     |
|-----------|-------------------------------------|-----|
| POL-10100 | Introduction to American Government | 3   |
| PSY-10100 | Introduction to Psychology          | 3   |
|           | Humanities elective                 | 2-4 |

### Life Skills (3)

|                    |                           |   |
|--------------------|---------------------------|---|
| CIS-10500          | Introduction to Computers | 3 |
| Or OIS-10401/02/03 | Or Keyboarding I-A, B & C |   |

### Math/Natural Science (11-12 credits):

|           |                                    |     |
|-----------|------------------------------------|-----|
| BIO-10700 | Essentials of Anatomy & Physiology | 4   |
| CHE-10000 | Chemical Science (with lab)        | 4   |
| MTH-12000 | Intermediate Algebra or higher     | 3-4 |