Course Descriptions for all EMERGENCY SERVICES ADMINISTRATION courses
(in order by semester)

CISC 101 Introduction to Computers (Cr3) (3:0)
This course introduces computer concepts including hardware and software, an overview of application software, networking and the Internet, and current issues with respect to computers and society. Hands-on instruction in the productivity tools of word-processing, spreadsheets and presentation software.

CMTH 102 Speech Communication (Cr3) (3:0)
Basic principles of communication theory and practice, including speech preparation and delivery, and the effective use of critical thinking and listening in relation to intrapersonal, interpersonal, intercultural, and group communication.

EMGS 120 Emergency Services Health and Safety (Cr3) (3:0)
This course introduces the basic concepts of occupational health and safety as they relate to emergency service organizations. Topics include risk evaluation and control procedures for fire stations, training sites, emergency vehicles, and emergency situations involving fire, emergency medical services, hazardous materials response and technical rescue response agencies. Offered fall semester only.

ENGL 101 English I (Cr3) (3:0)
A writing-intensive course giving close attention to the process of writing through networked workshops and conferences involved in preparation and revision of drafts. The course develops skills in logical and focused writing, through development of a main point by means of supporting ideas and evidence. In addition, students learn to integrate information from secondary sources through the use of summary, paraphrase, and direct quotation in various forms of thesis-based writing. Prereq. - Competence in reading and writing as determined by English Department through testing and/or course work. Approved for the Honors Program.

MATH 150 Introductory Statistics (Cr3) (3:0)
This course introduces students to descriptive statistics, probability, correlation and regression, normal distribution, sampling distributions, confidence intervals, and hypothesis testing. Prereq.- Appropriate competence as outlined in the Mathematics Placement policy or MATH022 or 028 either with a C or better. Approved for the Honors Program.

EMGS 122 Emergency Action Planning (Cr3) (3:0)
This course is intended to provide basic emergency action planning information while emphasizing the importance of the emergency planning process. Additional subject matter includes history, laws and regulations, common practices, risk assessments, response actions including mitigation and recovery. The phases of emergency management are explored along with the roles and responsibilities of all stakeholders. Offered fall semester only.

EMGS 231 Law for Emergency Services (Cr3) (3:0)
The legal aspects of fire service organizations; arson law, legal rights and responsibilities of fire officers and court procedures; laws relating to both criminal and civil topics. Offered fall semester only.
ENGL 151 English II (Cr3) (3:0)
Students continue to develop the academic writing and critical reading skills begun in English I. Students may elect to work on introduction to literature (L), report writing (R), or technical writing (T). Prereq.-ENGL 101. Also available through Online Learning. ENGL 151L (literature option) is approved for the Honors Program and has a designated as a Diversity (D) core course.

ACCT 101 Financial Accounting I (Cr3) (3:0)
Analysis and interpretation of basic accounting structure, systems, and controls applicable to various business entities. Only one of the following: ACCT 101 or ACCT 100 may be applied to a degree. ACCT 100 cannot be used as a substitute for ACCT 101.

BUSA 226 Human Resources Management (Cr3) (3:0)
The management of human resources in the legal and social environment of business; personnel planning, recruiting, selection, training, job evaluation, employee rights, compensation and benefits, and other aspects of personnel administration; labor-management relations and industrial safety for employees.

EMGS 217 Public Information and Relations (Cr3) (3:0)
This course will provide an effective way to manage public information at an incident or event, regardless of the size and complexity of the situation or the number of entities involved. Emphasis is placed on understanding the perspective of media personnel arriving on the scene. Students will learn how to prepare for media arrival along with agency interface. Presentation skills that afford concise and accurate information distribution will be discussed and practiced. Offered spring semester only.

EMGS 221 Emergency Service Management (Cr3) (3:0)
Management theory as applied to various phases of the operation of an emergency service organization; efficient and effective use of personnel, equipment, and resources; application of computers to various emergency services operations. Offered fall semester only.

POLS 251 State and Local Government (Cr3) (3:0)
A survey of constitutional law emphasizing civil rights and individual liberties, this course will provide students with a general understanding of the major issues in constitutional law, including the setup of the US Government, the separation of powers between branches of federal government, federalism and states' rights, and the balance of the interests of the government with that of the individual in a diverse society. Course numbers ending with G are Writing Intensive (WI). Core: SIT, CT, D.

BUSA 152 Business Law I (Cr3) (3:0)
Basic introduction to legal aspects of business including relevant terminology; essential elements of the American legal system, structure and operation of courts, torts and crimes in a business environment, common law of contracts, sales under the Uniform Commercial Code, and ethical considerations in business operations.

EMGS 216 Emergency Fiscal Administration (Cr3) (3:0)
The course will examine the techniques and operations of fiscal administration as it relates to the public sector with an emphasis on emergency services and public safety. Subject matter will include public funding, spending, budgeting, risk management, and grant writing. Information and procedures will be
introduced and practiced to allow students to complete a functioning budget, as well as develop future budget projections and funding scenarios. Offered fall semester only.

**EMGS 218 Incident Command and Management (Cr3) (3:0)**
This course is a collection of FEMA course that comprise IS 100: Introduction to Incident Command System; IS 200: ICS for Single Resources and Initial Action Incidents; IS 300; IS 700 National Incident Management System an Introduction; and IS 800: National Response Framework an Introduction. Through an interrelated progression, the student will be exposed to the comprehensive approach of the National Incident Management System. Offered spring semester only.

**EMGS 219 Regulatory Compliance (Cr3) (3:0)**
Provisions of the regulatory agencies comprising Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA) and US Department of Transportation (DOT) as well as state agencies with similar responsibilities require that entities engaged in emergency response provide awareness and adequate training to ensure compliance with a multitude of regulations. This course is an overview of regulatory requirements along with the regulations that are pertinent to the response community. Offered spring semester only.