



BAS-HSEM Program Review **Core Course Descriptions (Includes AA Degree Core)**

7/15/2016

The sequenced and integrated nature of coursework leading to a BAS-HSEM degree is best illustrated by showing the degree in a four year format. To show the holistic nature of the program both **Upper Division (BAS degree/300-400 level)** and **Lower Division (AA degree/100-200 level)** courses descriptions, student outcomes, and program outcomes are aligned in the following program outline.

Degree Outcome:

Upper Division Core

HSEM * – Project Management**

Existing Pierce College Program

The Project Management program teaches students to apply industry standards to plan, execute, monitor, control and close a project.

Course Outcomes:

- ***.1 Understand and apply project management best practices from the Project Management Institute (PMI) in the Project Management Body of Knowledge (PMBOK Guide).
- ***.2 Provide a foundation covering the framework, terminology, and concepts for project management.
- ***.3 Introduce and apply the fundamentals of Microsoft Project 2010 (or current software).
- ***.4 Understand and apply project management tools and techniques to plan, manage, and close a project.
- ***.5 Display proactive behavior in project development and completion.
- ***.6 Be able to question, search for answers and meaning, and develop ideas that lead to action.

HSEM *Systems Thinking and Individual Leadership** **NEW**

In this course students will learn to differentiate between traditional forms of analysis and the dynamics of systems thinking. Students will learn how to apply systems thinking principles to complex problems and planning processes in a context of emergency management and risk management where multiple departments or organizations need to see the big picture, not just their part. Students will examine how actions affect the whole environment (organizational or environmental) and learn how to dynamically analyze impacts and outcomes marked by complexity and great numbers of interactions as they work to achieve planned results. This will include developing an understanding of hazard identification, hazard characteristics, community characteristics, interaction consequences, risk assessment and vulnerability.

Examples of Course Outcomes:

- ***.1 Explain the concept and value of the “learning organization” and its relationship to individual development and organizational/partnership growth.
 - ***.2 Describe the evolution of systems thinking and the value of understanding oneself and others as components of effective leadership. (Develop and articulate one’s own philosophy of leadership.)
 - ***.3 Discuss and discover the importance of creating a shared vision across internal and external and partnerships.
 - ***.4 Assess and articulate the value of investing in personal mastery and team learning experiences for organizational/partnership growth.
 - ***.5 Explain the relationship between structural conditions and individual leadership assumptions and behaviors.
 - ***.6 Identify and articulate the dysfunction and limitations of bureaucracy.
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HSEM 310 – Effective Technical Writing

NEW

Students will utilize the principals of organization, developing and expressing technical information to complete practical applications typical to the homeland security emergency management environment. *Prerequisite – English 103 Composition – Argumentation and Research*

Course Outcomes:

HSEM 330 – Risk Assessment

NEW

This course will develop an organized base of knowledge and foundational skills to identify, analyze, and evaluate risk in an organization within the context of all hazards emergency management. Students will learn risk identification techniques, evaluate and prioritize the likelihood and impact of risk on an organization. Factors that influence the risk evaluation process and perception of risk across an organization will be explored. Business continuity management principles as control measures will be assessed. Analysis and evaluation of programs, plans, etc. will be explored using non-financial auditing techniques.

Course Outcomes:

- 330.1 Identify and quantify losses of all kinds (A4)
 - 330.2 Identify and assess gaps in plans, response systems, etc (A5)
 - 330.3 Identify technology risks (A6)
 - 330.4 Assess supply chain and vendor vulnerability (A8)
 - 330.5 Conduct hazard analysis (HRA, THIRA) (E1)
 - 330.6 Prioritize possible business impacts of an event (E3)
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- 330.7 Identify hazards and analyze risks (E5)
 - 330.8 Manage the BIA planning lifecycle (E7)
 - 330.9 Benchmarking of programs and plans (E2)
 - 330.10 Analyze the vulnerabilities of technology (E6)
 - 330.11 Assess security risks (E10)
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HSEM 340 – Effective Organizational Communication and Public Speaking

(Writing skills will be embedded in all communication courses)

An analysis of personal and group dynamics in emergency management settings. It supports all facets of interaction in the emergency management arena through an in-depth study of how people communicate. It examines the interpretation of the spoken and unspoken work and the effective utilization of the public information processes of print, radio, and television media. The course includes public speaking that emphasizes speech organization and audience analysis with a specific focus on the homeland security and emergency management environment. Emphasis is on critical thinking and refining presentations and effective communication for various purposes and occasions.

Course Outcomes:

- 340.1 Conduct crisis communications (JIS, JIC, PIO) (B2)
 - 340.2 Create crisis communications and action templates (B5)
 - 340.3 Develop and write “After Action” plans (B6)
 - 340.4 Develop metrics and data sets for reports and ROI arguments (C6)
 - 340.5 Manage social media (D1)
 - 340.6 Build internal and external partnerships (D2)
 - 340.7 Identify and coordinate actions with key stakeholders (D4)
 - 340.8 Make succinct and effective presentations (D5)
 - 340.9 Prepare information outreach to the public (D6)
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HSEM 357 – External Affairs for Emergency Management

This course is designed to provide students with an overview of how to lead an HSEM organization’s external affairs program. The course will include an overview on how public information officers direct accurate and timely life safety information to the general public and survivors during and after a disaster; strategies on working with the media; practice establishing and operating a Joint Information System and Joint Information Center; techniques on managing a press conference; development and management of public education awareness campaigns and learn strategies on what delivery channels must be part of your program to ensure messaging reaches a high percentage of your public audience. Participants will have an opportunity to practice developing a written strategic communications plan.

Course Outcomes:

- 357.1 Conduct crisis communications (JIS, JIC, PIO) (B2)
 - 357.2 Advocate on behalf of HSEM needs (lobbying, supporting business case) (C5)
 - 357.3 Manage social media (D1)
 - 357.4 Build internal and external partnerships (D2)
 - 357.5 Manage and tailor HSEM messages to stakeholders (D3)
 - 357.6 Prepare information outreach to the public (D6)
 - 357.7 Establish and implement MOUs and MOAs as needed (D7)
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HSEM 360 –Leadership in Homeland Security & Emergency Management

This course provides an introduction to leadership and organizational theory in the context of emergency management. Particular emphasis will be on principles and techniques of leadership and supervision including leadership and motivation theory and application, strategic planning, team development, workplace diversity, and conflict management during times of crises and high stress. The student will also examine and develop a range of skills in a number of interpersonal areas: conflict management, use of power, group dynamics, and leadership and influence.

Course Outcomes:

- 360.1 Monitor event management plans (B1)
 - 360.2 Demonstrate leadership capacity during a crisis (B3)
 - 360.3 Manage budgets, grants, and claims of all kinds (C4)
 - 360.4 Develop metrics & data sets for reports and ROI arguments (C6)
 - 360.5 Employ Standard change-management practices (E4)
 - 360.6 Mentor, develop, and manage staff (F2)
 - 360.7 Conduct training in the use of standard HSEM equipment (F4)
 - 360.8 Justify need for and manage resources (F8)
 - 360.9 Locate all resources necessary to ensure operational readiness of a unit (F10)
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HSEM 370 – Continuity Planning for Business and Government

This course is designed to give students an overview of the business continuity planning (BCP) process for private sector organizations, which focuses on strategies to minimize the risk of disruptions to the normal business process. Some examples might be floods, catastrophic IT failure, or disruption to an organization's supply chain. Students will learn about business disruptions from the normal line of profitability, and the goals of business continuity planning to limit both the depth and the duration of disruptions.

Course Outcomes:

- 370.1 Write strategic plans e.g.) CEMP, COOP, COGO, Recovery, Debris, HazMat, etc (A2)
 - 370.2 Determine operational readiness of an HSEM unit (F9)
 - 370.3 Analyze intelligence and other sources of information as part of response planning (F11)
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HSEM 380 – Risk Reduction I (Skills development– study and research) NEW

Course Outcomes:

- 380.1 Develop risk reduction strategies (E9)
 - 380.2 Implement mitigation strategies (F6)
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HSEM 410 – Ethics and Diversity

A course exploring Homeland Security major ethical issues. Students will analyze and evaluate case studies related to the legalities and ethics relevant to organizing for c contemporary issues such as counterterrorism, investigating terrorism and other national security threats, crisis and consequence management.

Course Outcomes:

HSEM 420 – Technology and Cybersecurity

This course explores the applications and security of technology in Homeland Security and Emergency Management. The students will develop the knowledge and skills needed to master the core concepts in cyber security. In addition, special issues and problems associated with the use of technology in emergency management are examined and strategies to overcome these issues and problems are outlined.

Course Outcomes:

- 420.1 Recover data and other technology losses (A3)
 - 420.2 Identify technology risks (A6)
 - 420.3 Develop a technology recovery plan (A7)
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HSEM 430 – Legal Issues in Homeland Security Emergency Management

This course is an overview in public policy and law issues of public service that are relevant to Homeland Security and Emergency Management. Course participants acquire an understanding of the many facets of public administration and the central role policy plays in forming how agencies work. This course will include an examination of how public policy and legal requirements impact the political system, the role of federalism, bureaucratic politics and power.

Course Outcomes:

- 430.1 Maintain currency on laws, policies, standards and regulations (C1)
- 430.2 Check to ensure all actions are in compliance with current regulations (C2)
- 430.3 Develop and implement policy SOPs (C3)
- 430.4 Manage budgets, grants, and claims of all kinds (C4)

HSEM 440 – Graphic Information Mapping (GIS) for HSEM

This course will introduce students to mapping tools and desktop applications for mapping to conduct emergency planning, data analysis, and resource management for emergency management. Mapping tools provide a series of visual maps including modeling or a simulation of disaster effects on a specific community.

Course Outcomes:

HSEM 450 – Work Based Learning

The Homeland Security Emergency Management work-based learning (WBL) experience provides students with “real world experiences”. The focus of the WBL will be on application rather than theory. Students will have the opportunity to refine and apply the core skills they have learned from the courses or curriculum with a specific emphasis on Leadership in an emergency management environment.

Course Outcomes:

HSEM 460 – Research Methods in Homeland Security

This course provides comprehensive coverage of major analytical and statistical tools used in emergency management program administration. Students will employ basic research methods and writing skills to produce sound research papers and analytical products. Students will learn how to develop the elements of a research strategy, critically read and evaluate data, and communicate their findings in coherent, well-organized written work.

Course Outcomes:

- 460.1 Maintain currency on laws, policies, standards and regulations (C1)
 - 460.2 Verify all actions are in compliance with current regulations (C2)
 - 460.3 Develop and implement policy SOPs (C3)
 - 460.4 Solicit best practices (E11)
 - 460.5 Design and conduct a trend analysis (E12)
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HSEM 470 – HSEM Capstone Project

This capstone will provide the student with a thorough review of all theories, techniques, and management practices within the field of emergency management. The course will focus on application and includes an applied research project and a major table top exercise. Recovery operations will be stressed with emphasis on community resiliency, business recovery and effects disasters have on future planning efforts.

Course Outcomes:

- 470.1 Design and conduct training exercises for staff (F3)
 - 470.2 Identify available resources (people, agencies, policies, materials, government, etc.) (F5)
 - 470.3 Demonstrate refined situational awareness in an incident investigation (F7)
 - 470.4 Map standard activities for incident preparedness, response and recovery (F12)
 - 470.5 Map the required practices to coordinate all resources for preparing, responding to, and recovering from an incident. (F13)
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HSEM 480 – Risk Reduction II (Application- write a risk reduction plan) NEW

Course Outcomes:

- 480.1 Develop risk reduction strategies (E9)
 - 480.2 Identify critical operations as part of a comprehensive risk analysis (E13)
 - 480.3 Implement mitigation strategies (F6)
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Lower Division Core

HSEM 102 – Introduction to Emergency Management

Provides groundwork on which emergency services can build a strong foundation for disaster and emergency management for homeland security in the 21st century. Addresses issues, policies, questions, best practices, and lessons learned through recent years; requirements of NFPA® 1600, Standard on Emergency Management and exposure to new and developing

theories, practices, and technology in emergency management. *This is a required first course to enter the HSEM degree program. Must earn a grade of 2.0 or better before taking other HSEM courses.*

***HSEM 110** – Homeland Security Incident Management/National Incident Management System Introduces the Incident Command System (ICS) and provides the foundation for higher-level ICS training. This course describes the history, features, and principles and organization structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS). (Course will meet ICS 100/200/700/800 requirements). *Prerequisite: HSEM 102 Introduction to Emergency Management.*

HSEM 120 – All Hazards Emergency Planning

Introduction to developing an effective emergency planning system. This course offers training in the fundamentals of the emergency planning process, including the rationale behind planning. Emphasis will be placed on hazard/risk analysis and planning team development. Other topics, such as Continuity of Operations (COOP), Emergency Support Functions, National Response Plan, Washington State Comprehensive Emergency Management Plan and contingency planning for areas such as Special Need (Vulnerable Populations) and animal sheltering. *Prerequisite: HSEM 102 Introduction to Emergency Management.*

HSEM 130 – Technology in Emergency Management

This class provides a detailed overview of the technology used, and also clearly explains how the technology is applied in the field of emergency management. Students will learn how to utilize technology in emergency planning, response, recovery and mitigation efforts and they'll uncover the key elements that must be in place for technology to enhance the emergency management process. Course overviews include: Web Emergency Operations Center (EOC), using technology with training and exercises, reverse 911 notification systems, video conferencing/downlinks and Geographic Information System (GIS)/ Global Positioning System (GPS) capabilities.

HSEM 157 – Public Information Officer

This course is designed to train students in methods for coordinating and disseminating information released during emergency operations and for assisting in the scheduling and coordination of news conferences and similar media events.

HSEM 160 – Fundamentals of Terrorism

Current and relevant information about terrorism, terrorist behavior, homeland security policies and dilemmas, and how to deal effectively with threats and the consequences of attacks. Student will gain insight into the key players involved in emergency management, local and state issues, particularly as they need to interact and work with FEMA and other federal agencies. Course

components include identifying terrorism, causes of terrorism, preventing terrorist attacks, responding to terrorism attacks and avoidance in communication and leadership collapse.

HSEM 180 – Public Administration

Overview in the structure and issues of public service. Course participants will examine the context of public administration: the political system, the role of federalism, bureaucratic politics and power, and the various theories of administration that guide public managers today. Course components include public administration, personnel, budgeting, decision-making, organizational behavior, leadership, and policy implementation. Lessons will be drawn from the most current applications of public administration today, such as Hurricane Katrina efforts and Homeland Security.

HSEM 190 – Special Topics

Topics are developed for areas outside the usual course offerings in the Homeland Security Emergency Management degree program. Content areas focus on specific current issues or concepts in the HSEM profession. Rotating classes include: Citizen Preparedness, Grant Writing, Continuity of Operations, and Disaster Psychology and Social Issues.

***HSEM 200** – Emergency Operation Center

Provides the student with skills and knowledge to manage an Emergency Operations Center (EOC), acquire and control resources, and interface with on-scene responders within Incident Management Systems. Topics include EOC design, preparing, staffing and operating, jurisdictional setting, and the critical link between Incident Management Systems and emergency management operations. *Prerequisite: HSEM 110 Basic ICS/NIMS.*

HSEM 210 – Exercise Design and Evaluation

Provides participants with the knowledge and skills to develop, conduct, evaluate and report effective exercises that test a community's operations plan and operational response capability. Throughout the course, participants will learn about topics including exercise program management, design and development, evaluation, and improvement planning and how to conduct training in the use of standard equipment. It also builds a foundation for subsequent exercise courses, which provide the specifics of the Homeland Security Exercise and Evaluation Program (HSEEP) and the National Standard Exercise Curriculum (NSEC). *Prerequisite: HSEM 102 Introduction to Emergency Management and HSEM 120 All Hazards Emergency Planning or Program Coordinator approval.*

HSEM 220 – Developing and Managing Volunteer Resources

This course focuses on methods and procedures for involving private-sector organizations and volunteers in emergency management programs in ways which benefit both parties. The focus of

the course is on maximizing the effectiveness of volunteer resources by implementing a people-oriented system that addresses defining volunteer roles, designing a plan of action, recruiting volunteers, training individuals who volunteer and motivation and maintenance of a successful program. Participants will acquire skills and knowledge to make appropriate volunteer assignments that enhance the effectiveness of an integrated emergency management system.

Prerequisite: HSEM 102 Introduction to Emergency Management.

***HSEM 230** – Disaster Recovery and Response

This course will enable students to understand and think critically about response and recovery operations in the profession of emergency management. Students will utilize problem based learning by analyzing actual disaster events and applying the theories, principals, and practice of response and recovery. In addition, students will learn about the issues faced by special populations and how to address these special needs in natural disaster response and recovery.

Prerequisite: HSEM 102 Introduction to Emergency Management and HSEM 120 All Hazards Emergency Planning or program coordinator approval.

HSEM 239/240 – Homeland Security Emergency Management Workbased Learning Experience Provides students “real world experiences” in homeland security and emergency management through an internship experience. Students learn to work within time constraints and are exposed to appropriate workplace behaviors. Students will have opportunities to refine the core skills they have learned from the courses or curriculum. *Prerequisite: HSEM 102. Requires HSEM program coordinator approval.*

HSEM 250 – Homeland Security Laws and Ethics

This course is designed to give the student an overview of various statutes, regulations, constitutional law, and common law associated with Homeland Security. The course examines emergency response, weapons of mass destruction, local government powers, Federal Emergency Management Agency (FEMA), Department of Homeland Security, civil rights, international anti-terrorism efforts, Homeland Security Act of 2002, and the Patriot Act. Students will be introduced to the legalities and ethics relevant to organizing for counterterrorism, investigating terrorism and other national security threats, crisis and consequence management.

Prerequisite: HSEM 102 Introduction to Emergency Management.

The following HSEM AA degree courses will be revised to reflect updated course outcomes established through the DACUM process.

- *HSEM 110 - Homeland Security Incident Management/NIMS (A1, B4)
- *HSEM 120 – All Hazards Emergency Planning (E8)
- *HSEM 200 – Emergency Operations Center (F5)
- *HSEM 230 – Disaster Recovery and Response (A1, F1, F5, F7)

Course Number	Major Work Function Category	Component Task Number from DACUM Report	Student Outcomes
HSEM 110	Planning & Recovery	A1	Write Incident Action Plans (Evac, EM Res, Safety, Security, etc.) <i>Include in Certificate Program</i>
	Crisis Management & Response	B4	Participate fully in a crisis response action
	Operations	F1	Manage and incident using NIMS, ICS, HCS, and other approaches <i>Include in Certificate Program</i>
		F5	Identify available resources (people, agencies, policies, materials, other government, etc.)
		F7	Demonstrate refined situational awareness in an incident investigation
		F8	Justify need for and manage resources
F10	Locate all resources necessary to ensure operational readiness of a unit		
HSEM 120	Risk Universe	E8	Identify the “owners” of risk
HSEM 200	Operations	F5	Identify available resources (people, agencies, policies, materials, other government, etc.)
		F7	Demonstrate refined situational awareness in an incident investigation
		F8	Justify need for and manage resources
		F10	Locate all resources necessary to ensure operational readiness of a unit
HSEM 230	Planning & Recovery	A1	Write Incident Action Plans (Evac, EM Res, Safety, Security, etc.) <i>Include in Certificate Program</i>
	Crisis Management & Response	B4	Participate fully in a crisis response action
	Operations	F1	Manage and incident using NIMS, ICS, HCS, and other approaches <i>Include in Certificate Program</i>
		F5	Identify available resources (people, agencies, policies, materials, other

Course Number	Major Work Function Category	Component Task Number from DACUM Report	Student Outcomes
			government, etc.)
		F7	Demonstrate refined situational awareness in an incident investigation
		F8	Justify need for and manage resources
		F10	Locate all resources necessary to ensure operational readiness of a unit