



CIPRIANI COLLEGE
OF LABOUR AND CO-OPERATIVE STUDIES

SECURITY ADMINISTRATION & MANAGEMENT

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Welcome Message

Welcome to the Security Administration & Emergency Management Department at the Cipriani College of Labour and Co-operative Studies, CCLCS. My name is Adriana Archer and I am the Programme Dean for this department. I am the holder of a Master's Degree in Criminology and Criminal Justice from the University of the West Indies, St. Augustine Campus. I also hold, from the said institution, a Post Graduate Diploma in Mediation Studies and a Bachelor of Science Degree in Government (Hons). I am a former Police Sergeant with the Trinidad and Tobago Police Service. It is my wish that your stay with us will be a rewarding learning experience.

The CCLCS learning environment is an opportunity for you to meet other people, collaborate, and make long life friendships. Yes, at times your journey may appear to be long and even difficult, but I would like to reassure you that there would always be someone ready and willing to assist you on your journey to success.

I want to further reassure you that the faculty of the Security Administration & Emergency Management Department are all willing and ready to walk with you throughout your journey here with us. We understand that this is a new environment for you. Some of you have not seen the inside of a classroom in many years. Your induction into the world of tertiary education and learning is where you would encounter qualified lecturers who will assist you in achieving your goals.

Given that most of you are mature students, I understand that this might prove to be a challenge. I, too, was a mature student. I am quite familiar with the ups and downs of balancing family life, work and school. However, with the assistance of our qualified faculty, and of your family, your journey will prove to be well worth the while. When I speak of family here, I do not only speak of your immediate family but also your CCLCS family. Therefore, it is also very important, critical even, that you learn how to manage your time. Time management must be a priority for all, and especially so those of you from the security industry. Time management must be daily routine.

So welcome once again, and I leave you with these few words from the former Head of this department, now deceased, "What we start we will finish", by God's grace.

Programme Description

The vision of the Security Administration and Management programme is to promote excellence in the field of security. It is geared towards preparing students for professional and managerial employment in related fields of security administration and emergency management. The programme also encourages students to pursue higher academic learning of their choice.

The CCLCS offers the following:

1. **Accelerated Practitioner's Certificate:** A fast track 12-credit certificate in 15 weeks where credits earned are transferrable to the bachelor's programme.
2. **The Certificate programme** offers applicants a competency-based foundation to be able to operate in the world of work. The credits earned are transferrable to the Bachelor's degree programme at any time.
3. **The Diploma programme** offers graduates an intermediate competency-based insight with dedicated outcomes in diverse environments set at the individual, community and regional levels. The credits earned are transferrable to the Bachelor's degree programme at any time.
4. **The Associate degree programme** offers graduates cutting-edge skills that allow for effective functioning in the field. These credits earned are transferrable to the Bachelor's degree programme at any time.
5. **The Bachelor's degree programme** offers graduates business, technical and knowledge-based skills. Ideally suited for all stakeholders where applicants can start at any level (Certificate, Diploma, Associate or Bachelors).

PROGRAMME STRUCTURE – Bachelor’s Science Degree in Security Administration & Management (4 years full-time and 5 years part-time)

Core Courses - 56 Credits

SAM 100 – Introduction to Security
SAM 110 – Principles of Security Administration
SAM 222 – Crisis & Risk Management
SAM 240 – Operational Security Management
SAM 250 – Physical Security Planning
SAM 270 – Emergency Management & Disaster Control
SAM 280 – Workplace Violence & Mediation
SAM 290 – Computer Crime
SAM 291 – Industrial Espionage
SAM 300 – Crisis Intervention
SAM 310 – Bio-Terrorism
SAM 340 – Leadership in Security Management
SAM 351 – Internship
SAM 420 – Forensic Investigations
SAM 430 – Current Issues in Security Administration
SAM 450 – Monitoring & Evaluation
SAM 471 – Research Paper

General Education Courses – 24 Credits

CIS 100 – Introduction to Computer Information Systems
COM 101 – Fundamentals of Communication
ENG 110 – Fundamentals of Writing
HUM 220 – Ethics & Moral Values
LOG 120 – Critical Thinking
MAT 100 – Mathematics
RES 100 – Research Methods & Statistics
SPN 100 – Introduction to Spanish

Supporting Courses – 21 Credits

ACC 100 – Introduction to Accounting
CJT 160 – Fundamentals of Criminal Investigations
CJT 200 – Criminal & Civil Procedure & Evidence
CJT 220 – Criminology
CJT 250 – Principles of Crime Prevention
LAW 100 – Introduction to Civil & Criminal Law
LAW 310 – Legal & Ethical Issues in Security Management

Foundation Course – 3 Credits

LCS 100 – Fundamentals of Labour & Co-operative Movements

Electives - 15 Credits

Students can choose any five (5) courses from across all programmes.

Total Credits – 119

PROGRAMME STRUCTURE - Associate Degree in Security Administration & Management (2 years full-time and 3 years part-time)

Core Courses – 26 Credits

SAM 100 – Introduction to Security
SAM 110 – Principles of Security Administration
SAM 222 – Crisis & Risk Management
SAM 240 – Operational Security Management
SAM 250 – Physical Security Planning
SAM 290 – Computer Crime
SAM 222 – Internship

General Education Courses – 18 Credits

CIS 100 – Introduction to Computer Information Systems
COM 101 – Fundamentals of Communication
ENG 110 – Fundamentals of Writing
LOG 120 – Critical Thinking
MAT 100 – Mathematics
SPN 100 – Introduction to Spanish

Supporting Courses – 9 Credits

CJT 160 – Fundamentals of Criminal Investigations
CJT 250 – Principles of Crime Prevention
LAW 100 – Introduction to Civil & Criminal Law

Foundation Course – 3 Credits

LCS 100 – Fundamentals of Labour & Co-operative Movements

Electives – 6 Credits

Students can choose any two (2) courses from across all programmes.

Total Credits – 62

PROGRAMME STRUCTURE: Diploma in Security Administration & Management (1 year part-time)

Semester One – 12 Credits

LAW 100 – Civil & Criminal Law
SAM 210 – Security Administration
SOC 100 – Introduction to Sociology
ENG 110 – Fundamentals of Writing

Semester Two – 12 Credits

LBS 100 – Introduction to Industrial Relations
CJT 200 – Criminology
SAM 222 – Crisis & Risk Management
SAM 240 – Security Operational Management

Total Credits 24

PROGRAMME STRUCTURE: Certificate in Security Administration & Management (1 year part-time)

Semester One – 9 Credits

LAW 100 – Introduction to Civil & Criminal Law

COM 101 – Fundamentals of Communication

SAM 100 – Introduction to Security

Semester Two – 12 Credits

OSH 120 – Safety Management 1

LBS 100 – Introduction to Industrial Relations

CJT 160 – Fundamentals of Criminal Investigation

SAM 110 – Principles of Security Administration

Total Credits – 21

PROGRAMME STRUCTURE: Diploma in Emergency Management (1 year part-time)

Semester One – 12 Credits

COM 221 – Incident Report Writing
EMM 225 – Hazard Mitigation in Disaster Management
HRM 210 – Organizational Behaviour & Development
EMM 150 – Introduction to Terrorism

Semester Two – 12 Credits

EMM 290 – Exercise Design
LOG 120 – Critical Thinking
EMM 255 – Introduction to Technology in Crisis & Emergency Management
EMM 260 – Community Emergency Response Team

Total Credits – 24

Accelerated Practitioner Certificates

Certificate in Security Operations Strategy

SAM 110- Principles of Security Administration

SAM 240- Security Operational Management

SAM 250-Physical Security Planning Strategy Fundamentals

Workshops:

Strategy Fundamentals

Security in Digitalized Environment

Operations Management and Global Risks

Certificate in Disaster Management and Preparedness

EMM 100- Introduction to Emergency Management

EMM 120- Response Agency Preparedness

EMM 200- Public Preparedness and Awareness

Workshops:

- Disaster Management Strategies
- Disaster Management in a Digitalized Environment
- Disaster and Risk Reduction

Certificate in Fraud and Detection and Prevention

CJT 160- Fundamentals of Criminal Investigation

CJT 220- Criminology

CJT 250- Principles of Crime Prevention

Workshops:

- Fraud Awareness and Detection
- Prosecuting Fraud and Financial Crime
- Establishing a Fraud Prevention Programme- Fraud and Ethics Interplay

Contact Information

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