



CIPRIANI COLLEGE
OF LABOUR AND CO-OPERATIVE STUDIES

SECURITY ADMINISTRATION & EMERGENCY MANAGEMENT

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**Welcome Message
From
Adriana Archer
Programme Dean
Security Administration & Emergency Management**

Hello Students. I would like to take this opportunity to welcome you to the Security Administration & Emergency Management Department. It is my wish that your stay with us will be an enjoyable one. This learning environment is an opportunity for you to meet other people and make lifelong friendships. Yes, at times your journey may appear to be long and even difficult, but I would like to reassure you that there will always be someone ready and willing to assist you, be it financially or in developing the required skillsets for you to succeed.

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 years. Your induction into the world of tertiary education and learning is where you would encounter qualified lecturers ready and willing to work with you to achieve your goals.

Given that most of you are considered mature students, I know that this could prove to be challenging. 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 family, your journey will prove to be much smoother. 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 and critical that you learn how to manage your time. As most of you are members of the security industry, it becomes even more important that time management be made a part of your daily routine.

Again, I would like to take this opportunity to welcome you the Security Administration and Emergency Management Department 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.

Qualifications

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 Sargeant with the Trinidad and Tobago Police Service from 1985 to 2012. I have been employed with the Cipriani College of Labour and Co-operative Studies since 2005, where I began as an Adjunct Lecturer, was promoted to Lecturer and Senior Lecturer and have assumed responsibilities as Programme Dean of the Security Administration & Emergency Management Department.

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Programme Description

Security Administration & Emergency Management

The vision of the Security Administration and Management programme is to promote excellence of the highest quality 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 encourages students on completion to pursue higher academic learning of their choice.

- **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 to complete their electives.

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 291 – Industrial Espionage
SAM 351 – 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

Programmes by Semesters

Bachelor of Science Degree in Security Administration and Management

Part-Time

Year One	Course Code	Name
Semester One	SAM 100	Introduction to Security
	ENG 110	Fundamentals of Writing
	CIS 100	Introduction to Computer Information Systems
	LCS 199	Fundamentals of the Labour and Co-Operatives Movement
Semester Two	COM 101	Fundamentals of Communication
	LAW 100	Introduction to Civil and Criminal Law
	SAM 110	Principles of Security Administration
	MAT 100	Mathematics

Year Two	Course Code	Name
Semester One	CJT 160	Fundamentals of Criminal Investigation
	CJT 200	Criminal and Civil Procedure and Evidence
	SAM 222	Crisis and Risk Management
	SPN 100	Introduction to Spanish
Semester Two	SAM 240	Security Operational Management
	CJT 220	Criminology
	CJT 250	Principles of Crime Prevention
	HUM 220	Ethics and Moral Values

Year Three	Course Code	Name
Semester One	ACC 100	Introduction to Accounting
	SAM 290	Computer Crime
	SAM 351	Internship
		Elective
Semester Two	SAM 250	Physical and Security Planning
	SAM2 80	Workplace Violence and Mediation
	RES 100	Research Methods and Statistics
		Elective

Year Four	Course Code	Name
Semester One	SAM 270	Emergency Planning and Disaster Control
	SAM 300	Crisis Intervention
	LOG 120	Critical Thinking
		Elective
Semester Two	SAM 291	Industrial Espionage
	SAM 310	Bio-Terrorism
		Elective

Year Five	Course Code	Name
Semester One	SAM 340	Leadership and Security Management
	SAM 420	Forensic Investigations
	SAM 430	Current Issues in Security Administration
	SAM 471	Research Paper
Semester Two	SAM 450	Monitoring and Evaluation of Security Programmes
	LAW 310	Legal and Ethical Issues in Security Management
		Elective

Bachelor of Science Degree in Security Administration and Management

Full Time

Year One	Course Code	Name
Semester One	SAM 100	Introduction to Security
	ENG 110	Fundamentals of Writing
	CIS 100	Introduction to Computer Information Systems
	LAW 100	Introduction to Civil and Criminal Law
	CJT 160	Fundamentals of Criminal Investigation
	COM 101	Fundamentals of Communication
Semester Two	LOG 120	Critical Thinking
	LCS 199	Fundamentals of the Labour and Co-Operatives Movement
	SAM 110	Principles of Security Administration
	SAM 250	Physical Security and Planning
	MAT 100	Mathematics

Year Two	Course Code	Name
Semester One	SAM 351	Internship
	SAM 222	Crisis and Risk Management
	SPN 100	Introduction to Spanish
		Elective
Semester Two	SAM 240	Security Operational Management
	CJT 250	Principles of Crime Prevention
	SAM 291	Industrial Espionage
		Elective

Year Three	Course Code	Name
Semester One	HUM 220	Ethics and Moral Values

	SAM 270	Emergency Planning and Disaster Control
	SAM 300	Crisis Intervention
	RES 100	Research Methods and Statistics
	CJT 200	Criminal and Civil Procedure and Evidence
		Elective
Semester Two	SAM 250	Physical Security and Planning
	SAM 280	Workplace Violence and Mediation
	CJT 220	Criminology
	ACC 100	Introduction to Accounting
		Elective

Year Four	Course Code	Name
Semester One	SAM 340	Leadership and Security Management
	SAM 420	Forensic Investigation
	SAM 430	Current Issues in Security Administration
	SAM 471	Research Paper
		Elective
Semester Two	SAM 310	Bio-Terrorism
	SAM 450	Monitoring and Evaluation of Security Programmes
	LAW 310	Legal and Ethics Issues in Security Management
		Elective

Associate of Science Degree in Security Administration and Management

Part-Time

Year One	Course Code	Name
Semester One	SAM 100	Introduction to Security
	CIS 100	Introduction to Computer Information
	ENG 110	Fundamentals of Writing
	LCS 199	Fundamentals of Labour and Co-Operatives Movement
Semester Two	COM 101	Fundamentals of Communication
	LAW 100	Introduction to Civil and Criminal Law
	MAT 100	Mathematics

Year Two	Course Code	Name
Semester One	SAM 222	Crisis and Risk Management
	SPN 100	Introduction to Spanish
	SAM 351	Internship
		Elective
Semester Two	SAM 110	Principles of Security Administration
	CJT 250	Principles of Crime Prevention
	SAM 250	Physical Security and Planning

Year Three	Course Code	Name
Semester One	SAM 290	Computer Crime
	LOG 120	Critical Thinking
	CJT 160	Fundamentals of Criminal Investigations
Semester Two	SAM 240	Security Operational Management
	SAM 291	Industrial Espionage
		Elective

Associate of Science Degree in Security Administration and Management

Full Time

Year One	Course Code	Name
Semester One	SAM 100	Introduction to Security
	ENG 110	Fundamentals of Writing
	CIS 100	Introduction to Computer Information
	CJT 160	Fundamentals of Criminal Investigations
	LAW 100	Introduction to Civil and Criminal Law
	LCS 199	Fundamentals of Labour and Co-Operatives Movement
Semester Two	MAT 100	Mathematics
	LOG 120	Critical Thinking
	SAM 110	Principles of Security Administration
	SAM 250	Physical Security and Planning

Year Two	Course Code	Name
Semester One	SAM 222	Crisis and Risk Management
	SPN 100	Introduction to Spanish
	SAM 351	Internship
	SAM 290	Computer Crime
	COM 101	Fundamentals of Communication
		Elective
Semester Two	CJT 250	Principles of Crime Prevention
	SAM 240	Security Operational Management
	SAM 291	Industrial Espionage
		Elective

Diploma in Security Administration and Management

Year One	Course Code	Name
Semester One	LAW 120	Civil and Criminal Law
	SAM 210	Security Administration
	SOC 100	Introduction to Sociology
	ENG 110	Fundamentals of Writing
Semester Two	LBS 100	Introduction to Industrial Relations
	CJT 220	Criminology
	SAM 222	Crisis and Risk Management
	SAM 240	Security Operational Management

Certificate in Security Administration and Management

Year One	Course Code	Name
Semester One	LAW 100	Introduction to Civil and Criminal Law
	COM 101	Fundamentals of Communication
	SAM 100	Introduction to Security
Semester Two	OSH 120	Safety Management I
	LBS 100	Introduction to Industrial Relations
	CJT 160	Fundamentals of Criminal Investigations
	SAM 110	Principles of Security Administration

Diploma in Emergency Management

Year One	Course Code	Name
Semester One	COM 221	Incident Report Writing
	EMM 225	Hazard Mitigation in Disaster Management
	HRM 210	Organizational Behavior and Development
	EMM 150	Introduction to Terrorism
Semester Two	EMM 290	Exercise Design
	LOG 120	Critical Thinking
	EMM 255	Introduction to Technology in Crisis and Emergency Management
	EMM 260	Community Emergency Response Team

Accelerated Practitioner Certificate

Disaster Management & Preparedness

The Certificate in Disaster Management & Preparedness is designed to provide practitioners with the theoretical knowledge and contemporary skills required to work at the operational and management level in the field of emergency management. This course includes three mandatory courses together with three workshops spread over three months. Each module mandates forty-five (45) contact hours over fifteen weeks.

Courses & Workshops to be completed:

EMM 100 - Introduction to Emergency Management
EMM 120 - Response Agency Preparedness
EMM 200 - Public Preparedness & Awareness

Workshop 1 - Disaster Strategy Fundamentals
Workshop 2 - Disaster Management in a Digitalized Environment
Workshop 3 - Disaster and Risk Reduction

Semester One	Credits
EMM 100 - Introduction to Emergency Management	3
EMM 120 - Response Agency Preparedness	3
EMM 200 - Public Preparedness & Awareness	3
Workshop 1 - Disaster Management Strategies	1
Workshop 2 - Disaster Management in a Digitalized Environment	1
Workshop 3 - Disaster and Risk Reduction	1
Total Credits	12

Accelerated Practitioner Certificate

Fraud Detection & Prevention

The Certificate in Fraud Detection and Prevention is set in the general context of Crime and Criminology and involves other course offerings and workshops. The course is broken down into three individual modules and three workshops spread over three months. Each module mandates forty-five (45) contact hours over fifteen weeks.

Courses and Workshops to be completed

CJT 160 - Fundamentals of Criminal Investigation

CJT 220 - Criminology

CJT 250 - Principles of Crime Prevention

Workshop 1 - Fraud Awareness and Detection

Workshop 2 - Prosecuting Fraud and Financial Crimes

Workshop 3 - Establishing a Fraud Prevention Program-Fraud and Ethics Interplay

Certificate in Fraud Detection and Prevention– 12 credits

Semester One	Credits
CJT 160 - Fundamentals of Criminal Investigation	3
CJT 220 – Criminology	3
CJT 250 - Principles of Crime Prevention	3
Workshop 1 - Fraud Awareness and Detection	1
Workshop 2 - Prosecuting Fraud and Financial Crime	1
Workshop 3 - Establishing a Fraud Prevention Program - Fraud and Ethics Interplay	1
Total Credits	12

Accelerated Practitioner Certificate

Security Operations Strategy

The Certificate in Security Operations Strategy is constructed to provide students with theoretical knowledge and contemporary skills needed to work at the operational and management level of the security industry. The course is broken down into three individual modules and three workshops spread over three months. Each module mandates forty-five (45) contact hours over fifteen weeks.

Courses and Workshops to be completed

SAM 110 - Principles of Security Administration

SAM 240 - Security Operational Management

SAM 250 - Physical Security Planning

Workshop 1 – Strategy Fundamentals

Workshop 2 - Security in a Digitalized Environment

Workshop 3 - Operations Management and Global Risks

Semester One	Credits
SAM 110 - Principles of Security Administration	3
SAM 240 - Security Operational Management	3
SAM 250 - Physical Security Planning	3
Workshop 1 - Strategy Fundamentals	1
Workshop 2 - Security in a Digitalized Environment	1
Workshop 3 - Operations Management and Global Risks (W	1
Total Credits	12

Ten Saturdays Introductory Programmes

CEM 001 – Crisis and Emergency Management

COURSE DESCRIPTION

This course introduces the students to theories and practices of emergency management that are currently in use to manage natural, man-made, and technological disasters and emergencies that may affect communities. The course will introduce students to disaster preparedness, and the importance of saving lives and minimizing the loss of property. The students will also be introduced to the roles and functions of the Regional Corporations and the Office of Disaster Preparedness and Management.

FBM 001 – Facilities Building and Management

COURSE DESCRIPTION

The programme is designed to introduce the students to the principles and systems involved in the practice of facility management. The programme will also seek to introduce the students to the efficient maintenance of buildings and other facilities to ensure longevity and continuous usage as people depend upon them for comfort and economic survival.

SAM 001 – Security Administration & Management

COURSE DESCRIPTION

The programme is designed to introduce students to a basic understanding of the concepts of security administration and management. Students will be able to examine the pivotal roles and functions of the security manager in an evolving security environment, understand the difference between management and leadership in security management, develop an appreciation of the laws applicable to security management and understand the risks involved in security management.

Contact Information

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