



TYLER JUNIOR COLLEGE EMERGENCY MANAGEMENT, BACHELOR OF APPLIED SCIENCE (BAS) PROGRAM APPLICATION



TJC EMERGENCY MANAGEMENT, BAS PROGRAM



Introduction

The Bachelor of Applied Science (BAS) in Emergency Management at TJC is a selective admissions program, and a formal application process is required to be accepted into the program.

The Emergency Management Baccalaureate degree program addresses the need for experienced emergency management professionals by preparing students to work in all aspects of emergency and disaster response. Students in this degree program will learn to plan and direct disaster response or crisis management activities, oversee disaster preparedness, and prepare emergency plans and procedures for natural (e.g., hurricanes, floods, earthquakes), wartime or technological disasters or situations.

Thank you for considering this program to begin your journey as an emergency management professional. The undergraduate degree program features courses that are foundational, providing an overview of the emergency management system.

Selective admission means enrollment in this program is limited. To be considered for placement, you will need to submit a separate admissions application. This document outlines the admission requirements of the program and will guide you through the admission process, helping you successfully prepare your application. It is your responsibility to meet all admission requirements and submit a complete application that includes any supporting documents. We're here to help you throughout this process so you can achieve your goal of getting your degree in emergency management.

TJC EMERGENCY MANAGEMENT, BAS PROGRAM

Program Information

The Bachelor of Applied Science degree (BAS) in Emergency Management prepares graduates for entry- to mid-level management positions in local, regional and federal governmental agencies. Graduates of this program will provide valuable expertise in the areas of public safety, emergency planning and preparedness, leadership, emergency response operations and financial management.

This program is a skills-based degree with emphasis placed on instruction, assessment and student demonstration of the required knowledge and the skills necessary for workplace success. Marketable skills for this award include: analytical/qualitative skills, building effective relationships, critical thinking, leadership, organizational skills, problem-solving, project management and verbal communication skills.

Enrollment in this program is limited. See the Admission Requirements below.

Online Format

All Emergency Management courses are offered entirely online. Delivered in an eight-week format, it provides flexibility and allows you to maintain a job and family life while still successfully pursuing your degree.

Community Connections

TJC has a reputable history of delivering high-quality education in the East Texas community for nearly 97 years. Our strong partnerships with local public safety and emergency management agencies provide you with extensive networking opportunities.

Admission Requirements

Applicants are eligible for admission to the program if they have earned an Associate of Applied Science (AAS) degree in Law Enforcement Investigations, Fire Protection Technology, or Emergency Medical Service Professions.

Existing complementary associate degree programs include Paralegal and Public Administration. Graduates of these programs would be positioned to enter the Emergency Management program with appropriate leveling coursework. Those without the required associate degree should contact the department chair for additional admission information for the degree program.

BAS Program Admission Requirements

- Associate degree in Law Enforcement Investigations (AAS), Fire Protection Technology (AAS), or Emergency Medical Service Professions (AAS). Paralegal (AAS) or Public Administration (AAS) may also be considered.
- Please consult with academic advisor or department chair if you have an associate degree in another field.
- Must have earned a cumulative Grade Point Average (GPA) of 2.5 or higher in associate degree.

If you meet the requirements as stated above, the steps to apply are as follows:

- Apply for admission to TJC. You must be accepted as a student at TJC before you can apply to the Emergency Management program. Your application for admission to TJC can be completed and submitted online at www.tjc.edu/apply. Admission to TJC does not guarantee admission into the Emergency Management program. The number of students admitted into this program is limited, and you must submit a separate application to be considered.
- You must submit an official transcript from each college you have attended, even if you have courses in progress or the completed coursework is not required for the Emergency Management degree plan. All transcripts must be received in the TJC Registrar's Office by the last day of the admission period.
- When you submit a transcript, you must:
 - Submit an official transcript
 - Submit the transcript to the TJC Registrar's Office
 - Submit a transcript with the most recent semester of coursework
 - Complete the online Transcript Evaluation Request form

For more information, go to TJC.edu/transcripts. If a college submits transcripts electronically, contact the TJC Registrar's office at 903-510-2400 to verify that TJC is able to accept the electronic version. It is your responsibility to make sure transcript(s) are received by the deadline.

Selective Admission Application

- Complete and submit a selective admission application for the BAS program.
 - Complete the attached application.
 - Email the BAS selective admission application to department chair Michael McDonough at EmergencyManagementBAS@TJC.edu.
 - You may also drop off your information in the Office of the Dean of the School of Professional and Technical Programs, located in Room 203 of the Pirtle Technology building on TJC's central campus. They may be reached by phone at 903-510-2507.

Program Costs

Check out the TJC website for a tuition and fees calculator
https://www.tjc.edu/info/20019/tuition_and_cost.

Students with disabilities may be eligible for accommodations. Prior to the start of the program, students may contact the ADA Student Coordinator in Support Services, located in Rogers Student Center, or call 903-510-2395 for an appointment.

TJC EMERGENCY MANAGEMENT, BAS PROGRAM

Courses

Emergency Management BAS – 120 Hours

Prior to Admission to BAS Program – 60 Hours

Degree	Hours Required	Program Description
AAS	60	Law Enforcement Investigations AAS, Fire Protection Technology AAS, or Emergency Medical Service Professions.

In addition to upper-division courses, you are required to complete 44 credit hours from the TJC Core Curriculum. We will accept prior coursework from your associate degree toward core requirements, and we will work with you to develop an individual plan to complete remaining core coursework. Remaining free electives to equal 120 semester credit hours will be applied from your associate degree.

TJC General Education Core Curriculum

Rubric	Number	Required Courses – 44 Hours
ENGL	1301	Composition I
SPCH	X3XX	Communication Core: SPCH 1315 or SPCH 1321
MATH	X3XX	Mathematics Core
XXXX	X4XX	Life & Physical Science Core
XXXX	X4XX	Life & Physical Science Core
XXXX	X3XX	Language, Philosophy & Culture Core
XXXX	X3XX	Creative Arts Core
HIST	1301	United States History I
HIST	X3XX	American History Core: HIST 1302 or HIST 2301
GOVT	2305	Federal Government
GOVT	2306	Texas Government
XXXX	X3XX	Social and Behavioral Science Core
XXXX	X3XX	Component Area Option Core: EDUC 1300 or COSC 1301
XXXX	X3XX	Component Area Option Core: ENGL 1302 or ENGL 2311

Emergency Management Courses

Course Number	Hours Required	Required Courses – 34 Hours*
EMGT 3301	3	<p>Public Safety Organization</p> <p>Introduction to public safety administration for private sector and public sector applications. This course focuses on the key functions of the first responder disciplines and describes the history and current forces and trends facing public safety administrators in contemporary society. An overview of public safety, highlighting its diverse aspects, is provided. Topics include management functions, paradigms and practices, challenges, politics and future directions of first responders. Emphasis placed on the role of evolving technologies and their applications.</p>
EMGT 3302	3	<p>Political & Legal Foundations</p> <p>An overview of the legal, public policy issues and associated ethical aspects faced by agencies within the first responder disciplines. This course focuses on the legal system; the legal and political environment; administrative laws and regulations for the work environment; and the interrelationship among law, regulations, and public policy. Additionally, it provides an in-depth examination of ethics and ethical issues in emergency management. Attention to modern technological applications and their role in providing service to the community regarding legal, policy, and ethics. Topics include the federal, state, and local legal systems; the legal and political environment; workplace administrative laws and regulations; public policy; liability; and applications of modern technologies.</p>
EMGT 3303	3	<p>Applied Research Methods</p> <p>This course will provide an examination of research and technological applications in emergency management. It includes an overview of the principles of scientific research; evaluation of existing research and technology; and its role decision making. It also covers the methods and resources of research, science, and technology specific to emergency management and homeland security with an emphasis on operational decision making. Identifies key organizations, systems, and tools responsible for processing, storing and discovering information valuable to the decision-making cycle. Areas of study include the research process, sampling procedures, research design, measurement, primary and secondary data, and the collection and analysis of data. Also, it includes the use of computer applications and presentation of research findings both oral and written.</p>

EMGT 3305	3	<p>Emergency Preparedness</p> <p>A study of the basic principles in emergency management preparedness planning, disaster mitigation, and recovery. With an emphasis on planning and coordination across all first responder disciplines, this course focuses on an all-hazards planning methodology including the processes and considerations for the development of a comprehensive community risk-reduction plan. This course uses technology in the collection of data to perform statistical analysis including hazard probability modeling, decision analysis, resource allocation, and cost-benefit analysis.</p>
EMGT 3306	3	<p>Financial Management & Applications</p> <p>This course will provide the student with a firm understanding of all elements of public finance from budget development to financial management, and from procurement to accounting and auditing. Also, the course explores alternative sources of funding available to local government entities. The course emphasizes resource allocation for agency operation as well as response planning and emergency operations. A key component of the course is the student's preparation and presentation of a budget for government financing, including a study of public revenues, expenditures, debts, fiscal policies, and certain problems related to government fiscal systems. Topics include budget development and management, accounting and auditing, grants and grant management, interagency aid agreements and supporting technologies used in budget management.</p>
EMGT 3307	3	<p>Emergency Communications</p> <p>This course focuses on communication skills development in emergency management. Through in-depth investigations of actual risk communication scenarios and campaigns, the student explores the factors that contribute to effective and ineffective risk communication and the influence of the media in risk perceptions. Social media, drones, satellite imagery through GIS, real-time disaster modeling, and widespread connectedness means more efficient and necessary information flow. Students will concentrate on specific roles, techniques, responsibilities, and technologies that each specific discipline entails (EMS, Fire, & Police) for critical communications. Topics include communication in emergency operations, equipment, and dealing with diverse populations. A focus of the evolving technology of critical communications is provided, including such topics as, social media, emergency simulation software, wireless networks, public alert warning systems, applications of geographical information systems and traditional communication outlets such as radio and other interoperable platforms.</p>

Emergency Management Courses, Cont.

Course Number	Hours Required	Required Courses – 34 Hours*
EMGT 4301	3	<p>Emergency Planning</p> <p>This course teaches students how to develop a comprehensive plan for risk analysis, threat assessment, staffing an operations center, coordinating with supporting agencies and the creation of testing programs. It introduces the Homeland Security Exercise and Evaluation Program (HSEEP) model, which deals with evaluating the training protocol for all first responder disciplines based on exercise feedback and developing interagency as well as multiagency training plans. The course provides hands-on training in the design, conduct, and evaluation of exercises so that participants will be able to develop and implement a comprehensive exercise program in their respective agency and jurisdictions. The course also employs case studies to teach students how to plan for natural disasters and terrorism threats.</p>
EMGT 4302	3	<p>Leadership</p> <p>This course provides students with the capability to understand what leadership is, its basic concepts and how to analyze personal leadership knowledge. It provides a comprehensive overview to prepare students to become leaders in the Fire Service, Emergency Medical Services and Law Enforcement professions, with an emphasis on organizational and leadership tools for officers, managers and administrators. Topics include, leadership theories and styles, leadership performance, individual leadership skills and conflict resolution and mediation used by public safety administrators.</p>
EMGT 4304	3	<p>Emergency Response Operations</p> <p>The course will examine the historical and political impact of international/domestic terrorism on emergency management operations. Students will evaluate the principles that promote effective disaster response and recovery operations and examine the roles and responsibilities of those involved in emergency management. In addition, they will assess terrorism and emergency response protocols and determine factors that increase scene safety. Students will develop a plan for post disaster recovery and recognize the elements of a comprehensive continuity program using the principles and concepts studied in this course and other program curriculum.</p>

EMGT 4303	3	<p>Emerging Issues in Emergency Management</p> <p>This course is an in-depth study of today’s issues and challenges facing emergency management and homeland security. This course serves as the capstone for the program, as such, it integrates knowledge gained through previous course-work and experience and builds on that theoretical foundation through research, analysis, critical thinking with consideration given to technological applications. The evolving role of advancing emergency management technologies is examined regarding solutions, or not, to address the identified issues and challenges. The course is designed to integrate leadership and management concepts and apply them to current public safety issues and threats.</p>
EMGT 4405	4	<p>Capstone – Emergency Management</p> <p>This course requires the student to observe and use analytical knowledge and research skills to define and confront a problem encountered by today’s emergency managers and administrators. Students will work with a first responder agency where they will complete a project dealing with a current public safety issue and make recommendations for implementation of a solution. Application of principles covered in previous courses will include research, data gathering and analysis as well as decision making. Recommendations of a solution must consider factors relating to administration, leadership, legal, financial, ethical and policy implications as well as the application of technology.</p>

*Courses delivered in 8-week online format

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Admissions Application

Application must be filled out completely. Applicants must have applied and been accepted as a TJC student to continue. Complete program information is available at [TJC.edu/emgt](https://www.tjc.edu/emgt).

Applicant Name: _____ A#: _____

Student Information

Home Phone: _____ Cell Phone: _____ Work Phone: _____

TJC Email Address: _____

Personal Email Address: _____

Address (Street/Apt): _____

(City/State/Zip): _____ County: _____

Are you a U.S. citizen? Yes No

Emergency Contact: _____ City: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Have you previously attended Tyler Junior College? Yes No

If so, when? _____

Have you been registered in schools or colleges under a different name? Yes No

If yes, please list name(s): _____

Do you have an associate degree? Yes No

Please list the school that awarded your associate degree: _____

Please list the type of degree (AA, AS, AAS, AAA): _____

Please list field of study: _____

Program Requirements

The following are requirements for the program that must be met by the beginning of class:

- Associate degree in Law Enforcement Investigations (AAS), Fire Protection Technology (AAS), or Emergency Medical Service Professions (AAS). Paralegal (AAS) or Public Administration (AAS) may also be considered.
- Please consult with academic advisor or department chair if you have an associate degree in another field or other related healthcare field.
- Must have earned a cumulative Grade Point Average (GPA) of 2.5 or higher in associate degree.
- If you meet the requirements as stated above, the steps to apply are as follows:
 - Apply for admissions to TJC. (<https://www.tjc.edu/admissions>)

I have read, understand and agree to all requirements upon acceptance into the Emergency Management program.

Student Signature:

Date: