

# Cyber Crime Investigation Certificate

## Program Description

The Cyber Crime Investigation Certificate provides individuals a bridge between criminal justice foundational knowledge and the growing law enforcement challenges of cyber crime. Learners in the Cyber Crime Investigation Certificate have an opportunity to learn investigative and legal aspects of cyber crime while also learning techniques for preventive measures in their organizations.

## Required Courses

- COT 420 Enterprise Forensics
- CJUS325 Criminal Investigation Techniques
- SMGT320 Information Security
- SMGT411 Loss Prevention and Crime Prevention
- SMGT415 Legal Aspects of Security

## Admissions Requirements

Anyone interested in completing the Certificate in Cyber Crime Investigation may complete a Southwestern College Professional Studies Application for Admission. The five courses comprising the Cyber Crime Investigation Certificate can be completed in eight months or less and there are no prerequisites.

Individuals completing the Cyber Crime Investigation Certificate at Southwestern College may apply these 15 multi-discipline credit hours earned toward any bachelor's degree offered by Southwestern College Professional Studies as either a major requirement or an elective.

The Cyber Crime Investigation Certificate is offered in an online format. Courses are delivered in 6-week sessions to allow maximum flexibility for busy professionals.

## Course Descriptions

**COT 420 Enterprise Forensics.** This course surveys the essentials of computer forensics methodology to manage civil, criminal, and administrative investigations. Learners will examine how computer forensics combines elements of computer science and law to collect data from various computer systems. Learners study tools and techniques of obtaining and analyzing digital evidence in legal cases in order to help prepare them to use those tools and techniques to investigate complex digital forensics cases.

**CJUS325 Criminal Investigation Techniques.** This course surveys the principles, practices, concepts, and theories applicable to the investigation procedures of law enforcement agents and agencies. Learners assess techniques for collecting, preserving, and evaluating physical evidence. Learners will examine evidence collection relying on interviews and interrogation techniques with a focus on ethical standards and the admissibility of evidence. Learners will also review legal standards associated with criminal investigations and examine the range of evidence that can be collected and admitted in federal and state criminal courts. Finally, learners will examine the elements of crimes against persons and property and the techniques for effectively documenting evidence and information for presentation in court.

**SMGT320 Information Security.** This course introduces learners to the fundamentals of information security management to prepare them to be able to plan, implement, and maintain information security function within an organization. Learners will examine the technical components of information security and security planning, and legal and ethical issues surrounding information security. They will explore various strategies to identify, assess, and mitigate information security risks within an organization. Learners will also be introduced to security technology, intrusion detection, cryptography, and physical security.

**SMGT411 Loss Prevention and Crime Prevention.** The course examines the security function and issues from a loss prevention and crime prevention perspective. It specifically shows how to avoid or minimize losses with a wealth of practical information. This includes, but is not limited to, community-oriented policing, workplace violence, internal theft controls, executive protection, awareness, retail security, high-rise security and fire life safety, personal safety and self defense, designing crime risk management systems, financial institution security, telecommunications fraud, and counterespionage strategies.

**SMGT415 Legal Aspects of Security.** This course provides a thorough overview of the legal issues and concepts that security professionals must be familiar with while operating in public or private organizations. A review of legal rights available to security officers, corporations, partnerships, and individually owned businesses for the protection of their property from theft by employees, customers and others is covered. The law of arrest, search and seizure, detention, surveillance, and legal consequences are also examined.

# Lean Six Sigma Certificate

## Program Description

The Lean Six Sigma Certificate provides individuals the opportunity to develop the necessary knowledge and skills to manage business processes using a philosophy of continuous improvement. Learners are introduced to the major concepts that will contribute to their success in the areas of operations and supply chain management. Concepts covered within this certificate include: lean principles, value stream, process management and analysis, project administration, and Six Sigma.

## Required Courses

OMGT311 Six Sigma Green Belt I  
OMGT312 Six Sigma Green Belt II  
OMGT310 Operations Management I  
OMGT320 Managing Group Dynamics  
OMGT415 Integrative Supply Chain Management

## Admission Requirements

Anyone interested in completing the Certificate in Lean Six Sigma may complete a Southwestern College Professional Studies Application for Admission. The five courses comprising the Lean Six Sigma Certificate can be completed in eight months or less with no prerequisites.

Individuals completing the Lean Six Sigma Certificate at Southwestern College may apply these 15 credit hours earned toward a Bachelor of Science degree with a major in Operations Management. Or, they can be applied as electives in other bachelor degrees offered by Southwestern College Professional Studies.

The Lean Six Sigma Certificate is offered both online and in-the-classroom. The five required courses are delivered in 6-week sessions for maximum flexibility for busy professionals.

## Course Descriptions

**OMGT311 Six Sigma Green Belt I.** This course is the first of a two part series to prepare professionals to participate on teams that are designed to improve, redesign, and create efficient, customer-focused business processes. It will provide an understanding of how Six Sigma integrates tools and best practices from various disciplines into a more powerful system of management. The teaming aspects of Six Sigma will be described.

**OMGT312 Six Sigma Green Belt II.** This course is the second in a two-part series and will emphasize the quantitative and problem solving techniques associated with Six Sigma. Statistical Process Control (SPC) and how it is used for monitoring, analyzing, and improving quality will be covered. In addition, analysis of histograms and machine/process capability will be studied. Proficiency with problem solving tools will be gained through practical application. Methods for achieving continuous improvement will be discussed. The Green Belt candidates must successfully complete a process/quality improvement project in the second of the two course series.

**OMGT310 Operations Management I.** This course provides an overview of the salient aspects of operations management related to process analysis, product and service delivery design, work measurement, reliability and quality. This course is the first course in a two part series. Discussion of the aspects of operations strategy, supply chain management, competitive advantage, and the management of operations in a global environment are included.

**OMGT320 Managing Group Dynamics.** Learners in this course will examine individual and group behavior within the context of the organizational design and culture. Learners gain theoretical and practical knowledge for understanding topics such as motivation, leadership, management decision-making, group process, and conflict resolution.

**OMGT415 Integrative Supply Chain Management.** The focus of this course is on intricacies of supply chain management and disruptive factors that influence the supply chain. Topics include an analysis of current practices that reflect maximum supply chain reliability and sustain delivery integrity.

# Operational Leadership Certificate

## Program Description

The Operational Leadership Certificate is designed for individuals interested in developing leadership strategies to assist their organizations with the multiple challenges of leading in today's global society. Learners are introduced to leadership strategies in the areas of multi-cultural relationships, negotiating, and forecasting. Successful completion of the Operational Leadership Certificate prepares the learner to take a proactive role in strategic leadership and decision-making.

## Required Courses

- STL 307 Leadership Theories and Practical Application
- OMGT320 Managing Group Dynamics
- STL 410 Negotiation Skills
- STL 420 Forecasting and Leading Change
- STL 430 Multi-Cultural Perspectives and Global Trends

## Admission Requirements

Anyone interested in completing the Certificate in Operational Leadership may complete a Southwestern College Professional Studies Application for Admission. The five courses comprising the Operational Leadership Certificate can be completed in eight months or less without any prerequisites.

Individuals completing the Operational Leadership Certificate at Southwestern College may apply these 15 credit hours earned toward a Bachelor of Science degree with a major in Strategic Leadership. Or, they can be applied as electives in other bachelor degrees offered by Southwestern College Professional Studies.

The Operational Leadership Certificate is offered in an online format. Courses are delivered in 6-week sessions to allow maximum flexibility for busy professionals.

## Course Descriptions

**STL 307 Leadership Theories and Practical Application.** This course is an introduction to various leadership theories and models. Learners will evaluate and apply leadership theories to practical real work situations.

**OMGT320 - Managing Group Dynamics.** Learners in this course will examine individual and group behavior within the context of the organizational design and culture. Learners gain theoretical and practical knowledge for understanding topics such as motivation, leadership, management decision-making, group process, and conflict resolution.

**STL 410 Negotiation Skills.** This course helps learners develop the tactics, strategies, and interpersonal skills necessary for today's complex organizations. Learners are also introduced to strategies for conflict management and the technique of dispute resolution. The process of mediation, facilitation and negotiation will be reviewed as well.

**STL 420 Forecasting and Leading Change.** The course is designed to enable learners to use market trends and societal changes to forecast changes. Topics that include demographic changes, market trends, national income, and societal shifts to effectively forecast future changes by using forecasting techniques will also be covered.

**STL 430 Multi-Cultural Perspectives and Global Trends.** This course includes the study of leadership implications surrounding political, social, economic and other world views. Learners will also explore how global events effect decision making and strategic goals.

# Organizational Communication Certificate

## Program Description

The Organizational Communication Certificate is designed for individuals interested in understanding the professional communication skills necessary for their personal success in today's busy work environment. Learners will have the opportunity to develop professional and interpersonal communication skills in addition to examining the process of team communication and participation. The knowledge and practice of both individual and group communication will also include the use of technology tools to better prepare them to be successful in their organization.

## Required Courses

BQM 310	Team Management
COM 301	Professional Communication
HRD 330	Microsoft Office Applications
OMGT320	Managing Group Dynamics
STL 302	Self-Awareness & Personality Traits

## Admission Requirements

Anyone interested in completing the Certificate in Organizational Communication may complete a Southwestern College Professional Studies Application for Admission. The five courses comprising the Organizational Communication Certificate can be completed in eight months or less without any prerequisites.

Individuals completing the Organizational Communication Certificate at Southwestern College may apply these 15 credit hours earned toward a Bachelor of Science degree with a major in Business Quality Management, Human Resource Development or Strategic Leadership. Or, they can be applied as electives in other bachelor degrees offered by Southwestern College Professional Studies.

The Organizational Communication Certificate is offered in an online format. Courses are delivered in 6-week sessions to allow maximum flexibility for busy professionals.

## Course Descriptions

**BQM 310 Team Management.** This course covers the study of teams and the impact of self-directed teams on continuous improvement. The focus will be on viewing the organization as a series of interactive teams with emphasis on the skills and knowledge essential to organizing teams, evaluating data, measuring progress, plotting accomplishments, and developing empowered teams.

**COM 301 Professional Communication.** This course prepares learners to communicate effectively in business settings by helping them develop their written and oral communication skills. The course focuses on traditional and Web-based forms of communication used in business today, including e-mail, letters, memos, reports, proposals, and presentations. The course teaches learners to plan, write, and revise communications for a variety of audiences and in different mediums. It also teaches learners to communicate with greater clarity, economy of language, and vigor, as well as how to communicate professionally with employees, customers, and hiring managers. Learners will participate in interactive online activities and complete real-world assessments that help them produce, evaluate, and improve their own written, oral, and multimedia communication skills.

**HRD 330 Microsoft Office Applications.** What are the Microsoft Office applications typically used by organizations? What are these applications' major capabilities and how can they work together to extend human resource capabilities for the benefit of an organization? Learners study and apply major functions and features associated with Microsoft Word, Excel, PowerPoint, Outlook, and OneNote. Learners examine how the various applications' major components and tools work together, and explore how to configure and use them effectively.

**OMGT320 Managing Group Dynamics.** Learners in this course will examine individual and group behavior within the context of the organizational design and culture. Learners gain theoretical and practical knowledge for understanding topics such as motivation, leadership, management decision-making, group process, and conflict resolution.

**STL 302 Self Awareness and Personality Traits.** This course is designed for learners to enhance their self-awareness and creativity, and identify their leadership style. It requires learners to evaluate and enhance their personal leadership skills and develop a personal model of leadership.