Course Description

Examines the organization and management of the security function in industry and business including personnel protection, facility control, major asset protection, risk management and mitigation, and other issues.

Course Overview

This course is designed to provide up-to-date information in the area of security operations and management in a post 9/11 era. The course will present a unique approach as it presents management strategies for loss prevention as well as an overview of the current security field and expected trends and challenges.

The protection of people, physical assets, and information is a concern at every level of society. One's need for safety and security is fundamental whether an individual, a giant organization, or a nation. However, due to limited resources or lack of authority to confront numerous non-criminal risks, public law enforcement agencies are unable to provide adequate protection against the multitude of threats. In addition to crime, numerous hazards threaten personal safety and property. Natural disasters and environmental mishaps can be costly. Technological advances create opportunities for invasions of privacy and non-physical intrusion into organizational databases. Terrorism has also emerged as a major threat to public safety and security. Consequently, security services have experienced tremendous growth, both in terms of the number of personnel employed and the financial investment in loss prevention and asset protection.

The course will begin with an introduction of the world of security management. It addresses the nature, scope, and history of security services, the essential elements of security, types of security organizations, regulation and professionalism, the impact of economic and social globalizations, homeland security, and the future of security management. The course will cover criminal as well as non-criminal threats to individuals and organizations and legal issues associated with security management. The processes of risk management, security planning, and program administration are addressed in the course. The security management triad of physical, personnel, and information security is covered in the course. Also covered are investigations, criminal and business intelligence operations, and reporting. Additionally, over 20 identifiable security environments, applications, and services in specific setting are addressed in the course. The course concludes with discussion on security related career opportunities and anticipated trends and challenges we might expect for the future.

Prerequisites

BCJ 2000

Course Textbook


Course Learning Objectives

Upon completion of this course, students should be able to:

1. Discuss the history of security and explain the concepts and roles of private security.
2. Identify and discuss typical threats to safety and security.
3. Describe legal issues facing the private security profession.
4. Identify and explain physical and procedural controls that can be used to enhance security including loss-prevention strategies as they apply to accidents, emergencies, and criminal actions.
5. Define critical and proprietary information and explain methods used to assess threats and protective measures for organizational information systems.
6. Explain the difference between public and private protective agencies and explain the principles involved in operating a security program or security organization.
7. Explain security problems and security measures particular to institutional security to include disaster recovery and executive protection.
8. Explain security problems and security measures particular to industrial security to include retail loss prevention and workplace violence.
9. Explain the characteristics and qualifications of a security professional and identify security related career opportunities.
10. Identify and discuss future trends and challenges (to include legislative trends in security and the new counter terrorism role) facing the security profession and the impact globalization will have on the providing of security related services.

Credits

Upon completion of this course, the students will earn three (3) hours of college credit.

Course Structure

1. **Unit Learning Objectives:** Each unit contains Unit Learning Objectives that specify the measurable skills and knowledge students should gain upon completion of the unit.
2. **Written Lectures:** Each unit contains a Written Lecture, which discusses lesson material.
3. **Reading Assignments:** Units I-III and V-VII contain Reading Assignments from one or more chapters from the textbook. Supplemental Readings are provided in Units I-III and V-VII to aid students in their course of study.
4. **Learning Activities (Non-Graded):** These non-graded Learning Activities are provided to aid students in their course of study in Units I-III and V-VII.
5. **Key Terms:** Key Terms are intended to guide students in their course of study. Students should pay particular attention to Key Terms as they represent important concepts within the unit material and reading.
6. **Discussion Boards:** Discussion Boards are a part of all CSU term courses. Information and specifications regarding these assignments are provided in the Academic Policies listed in the Course Menu bar.
7. **Unit Assessments:** This course contains six Unit Assessments, one to be completed at the end of Units I-III and V-VII. Assessments are composed of multiple-choice questions and written response questions.
8. **Research Paper:** Students are required to submit for grading an Article Critique in Unit IV. Specific information and instructions regarding this assignment are provided below.
9. **Final Exam (Proctored):** Students are to complete a Final Exam in Unit VIII. All Final Exams are proctored—see below for additional information. You are permitted four (4) hours to complete this exam, in the presence of your approved proctor. This is an open book exam. Only course textbooks and a calculator, if necessary, are allowed when taking proctored exams. The Final Exam is composed of multiple choice and/or written response questions.
10. **Ask the Professor:** This communication forum provides you with an opportunity to ask your professor general or course content related questions.
11. **Student Break Room:** This communication forum allows for casual conversation with your classmates.

Unit IV Article Critique

For the Unit IV Article Critique assignment, you will investigate professional journals and locate an article of interest related to Workplace Security, specifically relevant to a topic covered in the first three units. Be sure your article relates to a topic covered in the first three units. The completed assignment should include the following components:

- **Identification of the article:** What is important here is that you provide the reader with enough information so that they will be able to locate the article.
- **Summary:** List the main points that the author has tried to establish using bullets or a numbered list. There normally will be at least 6 to 8 main points. If you are summarizing a court case, for example, you should discuss: What provision of the law was at issue? Briefly state the facts of the case. What legal tests were applied? Were there any unusual elements in the case?
• Your critique: You are to provide your reaction (insightful, critical, and logical) to the points that the author tried to make, or an overall critique of the entire article. A simple statement of agreement or disagreement is not enough. While you may make such a statement by way of introduction to your reaction, you must clearly and logically state the reasons for the position that you have taken.

The article you select should not be more than three years old, and should be at least three pages in length. You are encouraged to use the Research Database found in the CSU Online Library as it will allow you to quickly search through thousands of journal articles. The Ebsco Database (Business Source Complete) is the best source of journals for safety related articles. Students can access this database and other CSU Online Library resources by clicking on the My Library button located in the Course Menu.

The completed Article Critique should be a minimum of 2 pages and no more than four pages in length, and should be typed double-spaced. The critique should be written according to APA style guidelines. Therefore, the APA rules for formatting, quoting, paraphrasing, citing, and listing of sources are to be followed.

The Article Critique should be submitted before continuing to Unit V, and should be uploaded using the "View/Complete" link located in Unit IV. **Do not e-mail your paper directly to your professor.** By uploading through Blackboard, your university record will automatically be updated to indicate you have submitted your paper and it will be provided to your professor for grading.

**Submitting Course Papers/Projects**

Once you have completed your papers/projects, submit your completed papers/projects by uploading through the "view/complete" link under the Assignment tab in each unit. **Do not e-mail your paper directly to your professor.** By using the Assignment tab, your university record will automatically be updated to indicate you have submitted your papers/projects and the assignment will be provided to your professor for grading. Instructions for submitting your assignment can be found under the Assignment tab in each unit.

**APA Guidelines**

CSU requires that students use the APA style for papers and projects. Therefore, the APA rules for formatting, quoting, paraphrasing, citing, and listing of sources are to be followed. A document titled “APA Guidelines Summary” is available for you to download from the APA Guide Link, found in the Learning Resources area of the myCSU Student Portal. It may also be accessed from the Student Resources link on the Course Menu. This document provides links to several internet sites that provide comprehensive information on APA formatting, including examples and sample papers.

**CSU Grading Rubric for Papers/Projects**

The course papers will be graded based on the CSU Grading Rubric for all types of papers. In addition, all papers will be submitted for electronic evaluation to rule out plagiarism. Course projects will contain project specific grading criteria defined in the project directions. To view the rubric, click the Academic Policies link on the Course Menu, or by accessing the CSU Grading Rubric link, found in the Learning Resources area of the myCSU Student Portal.

**Final Examination Guidelines**

Final Exams are to be administered to students by an approved Proctor. CSU approves two, flexible proctoring options: a standard Proctor, who is chosen by the student and approved by the university, or Remote Proctor Now (RP Now), an on-demand, third-party testing service that proctors examinations for a small fee.

A standard Proctor is an unbiased, qualified individual who is selected by the student and agrees to supervise an examination. You are responsible for selecting a qualified Proctor, and the Proctor must be pre-approved by CSU.

Students choosing RP Now must have an operational webcam/video with audio, a high-speed internet connection, and the appropriate system rights required to download and install software.

To review the complete Examination Proctor Policy, including a list of acceptable Proctors, Proctor responsibilities, Proctor approval procedures, and the Proctor Agreement Form, go to the myCSU Student Portal from the link below.
You are permitted four (4) hours to complete this exam, in the presence of your approved Proctor. This is an open book exam. Only course textbooks and a calculator, if necessary, are allowed when taking proctored exams.

**Communication Forums**

These are non-graded discussion forums that allow you to communicate with your professor and other students. Participation in these discussion forums is encouraged, but not required. You can access these forums with the buttons in the Course Menu. Instructions for subscribing/unsubscribing to these forums are provided below.

[Click here for instructions on how to subscribe/unsubscribe and post to the Communication Forums.](http://mycsu.columbiasouthern.edu)

**Ask the Professor**

This communication forum provides you with an opportunity to ask your professor general or course content questions. Questions may focus on Blackboard locations of online course components, textbook or course content elaboration, additional guidance on assessment requirements, or general advice from other students.

Questions that are specific in nature, such as inquiries regarding assessment/assignment grades or personal accommodation requests, are NOT to be posted on this forum. If you have questions, comments, or concerns of a non-public nature, please feel free to email your professor. Responses to your post will be addressed or emailed by the professor within 48 hours.

Before posting, please ensure that you have read all relevant course documentation, including the syllabus, assessment/assignment instructions, faculty feedback, and other important information.

**Student Break Room**

This communication forum allows for casual conversation with your classmates. Communication on this forum should always maintain a standard of appropriateness and respect for your fellow classmates. This forum should NOT be used to share assessment answers.

**Grading**

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<td>Discussion Board (8 @ 2%)</td>
<td>= 16%</td>
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<td>Unit Assessments (6 @ 9%)</td>
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<td>Article Critique</td>
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<td>Final Exam</td>
<td>= 18%</td>
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<td><strong>Total</strong></td>
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**Course Schedule/Checklist (PLEASE PRINT)**

The following pages contain a printable Course Schedule to assist you through this course. By following this schedule, you will be assured that you will complete the course within the time allotted.
### Unit I

**Introduction: Security History and Overview and Security's Role in Society**

#### Review:
- Unit Study Guide
- **Learning Activities (Non-Graded):** See Study Guide

#### Read:
- Chapter 1: History and Overview
- **Supplemental Reading:** See Study Guide

#### Discuss:
- **Discussion Board Response:** Submit your response to the Discussion Board question by Saturday, Midnight (Central Time)

#### Submit:
- **Assessment** by Tuesday, Midnight (Central Time)

### Notes/Goals:

### Unit II

**Threats to Safety and Security and Threats and Legal Aspects of Security Management**

#### Review:
- Unit Study Guide
- **Learning Activities (Non-Graded):** See Study Guide

#### Read:
- Chapter 2: Threats to Safety and Security
- Chapter 3: Legal Aspects of Security
- **Supplemental Reading:** See Study Guide

#### Discuss:
- **Discussion Board Response:** Submit your response to the Discussion Board question by Saturday, Midnight (Central Time)
- **Discussion Board Comment:** Comment on another student’s Discussion Board response by Tuesday, Midnight (Central Time)

#### Submit:
- **Assessment** by Tuesday, Midnight (Central Time)
- **Proctor Approval Form**

### Notes/Goals:

### Unit III

**Security Operations: Essential Functions**

#### Review:
- Unit Study Guide
- **Learning Activities (Non-Graded):** See Study Guide

#### Read:
- Chapter 4: Physical Security: Structural, Electronic, and Human Protection Systems
- Chapter 5: Personnel Security Through Leadership and Ethics
- Chapter 6: Information and Computer Security
- **Supplemental Reading:** See Study Guide

#### Discuss:
- **Discussion Board Response:** Submit your response to the Discussion Board question by Saturday, Midnight (Central Time)
- **Discussion Board Comment:** Comment on another student’s Discussion Board response by Tuesday, Midnight (Central Time)

#### Submit:
- **Assessment** by Tuesday, Midnight (Central Time)

### Notes/Goals:

By following this schedule, you will be assured that you will complete the course within the time allotted. Please keep this schedule for reference as you progress through your course.
# BCJ 4385, Workplace Security

## Unit IV
**Article Critique**

**Review:**
- None

**Read:**
- None

**Discuss:**
- Discussion Board Response: Submit your response to the Discussion Board question by Saturday, Midnight (Central Time)
- Discussion Board Comment: Comment on another student’s Discussion Board response by Tuesday, Midnight (Central Time)

**Submit:**
- Article Critique by Tuesday, Midnight (Central Time)

**Notes/Goals:**

## Unit V
**Security Management**

**Review:**
- Unit Study Guide
- Learning Activities (Non-Graded): See Study Guide

**Read:**
- Chapter 7: Risk Assessment, Security Surveys, and Planning
- Chapter 8: Program Implementation and Administration
- Chapter 9: Investigations, Intelligence Operations, and Reporting
- Supplemental Reading: See Study Guide

**Discuss:**
- Discussion Board Response: Submit your response to the Discussion Board question by Saturday, Midnight (Central Time)
- Discussion Board Comment: Comment on another student’s Discussion Board response by Tuesday, Midnight (Central Time)

**Submit:**
- Assessment by Tuesday, Midnight (Central Time)

**Notes/Goals:**

## Unit VI
**Security Applications and Solutions**

**Review:**
- Unit Study Guide
- Learning Activities (Non-Graded): See Study Guide

**Read:**
- Chapter 10: Institutional Security, Disaster Recovery, and Executive Protection
- Chapter 11: Industrial Security, Retail Loss Prevention, and Workplace Violence
- Chapter 12: Homeland Security: Confronting Terrorism and Domestic Threats
- Supplemental Reading: See Study Guide

**Discuss:**
- Discussion Board Response: Submit your response to the Discussion Board question by Saturday, Midnight (Central Time)
- Discussion Board Comment: Comment on another student’s Discussion Board response by Tuesday, Midnight (Central Time)

**Submit:**
- Assessment by Tuesday, Midnight (Central Time)

**Notes/Goals:**
## Unit VII: Security Trends and Challenges

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<tr>
<th>Read:</th>
<th>Chapter 13: Career Opportunities</th>
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<td>Chapter 14: The Future</td>
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Notes/Goals:

## Unit VIII: Final Exam

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