

# **Syllabus for CCJS 462 (Protection of Business Assets)**

## **Faculty Contact Information**

*Section removed.*

## **Course Description**

The course examines the application of security knowledge and techniques for the protection of business assets. Topics include security planning methods, risk analysis, security surveys, and decision making for the development of security programs and countermeasures.

## **Course Goals**

Upon completing this course, the student will be able to:

- identify, develop and evaluate institutional assets for security consideration,
- conduct a security risk assessment and analysis,
- know what major issues and problems need be addressed in a security management program in the current global business setting,
- utilize analysis tools, such as the Baldrige Criteria, to effectively assess and analyze an organization's security posture related to homeland security and natural disaster threats,
- evaluate and synthesize the various interdisciplinary factors required in the decision making process of a security organization,
- analyze and explain how principles of organization, personnel, organization management, and community relations contribute to a protection of business assets program, and
- create writings that reflect the student's thorough understanding of concepts and considerations in the application of security knowledge and assessment techniques for the protection of business assets.

## **Course Materials**

Fisher, Donald C., *Homeland Security Assessment Manual*, (ASQ Quality Press: Milwaukee, WI, 2005).

Sennewald, Charles A., *Effective Security Management*, 4th ed. (Butterworth Heinemann: Burlington, MA, 2003).

## **Grading Criteria**

*Section removed.*

## **Academic Policies and Procedures**

*Section removed.*

## **Project Descriptions**

The student will be given four unannounced quizzes each worth five points. The top three quizzes will be used to determine the quiz grade.

The student will be required to find five articles relevant to our study of protection of business assets, and present the articles to the class. The presentation must include the subject of the article, a description of the problem or issue addressed, and why or how the article is relevant to the class. The articles are worth one point each and are due in class as noted on the Course Schedule below. The articles must be from a reliable source. A reliable source includes professional journals, legal or magazines and newspapers, and Internet sites. The article must have been published on or after January 1, 2006. The student will bring a printout or copy of the article to class, and be prepared to discuss the article in class. The student will hand in the printout or copy after the class discussion.

The short papers will be due as noted in the Course Schedule below. The papers will cover the topics presented by the instructor. The papers will be two to three pages (typed) and double-spaced.

### **Project:**

Each student will be required to participate in a class project where the student will apply several of the Baldrige assessment criteria to an organization of their choosing. The student will interview the appropriate personnel in an organization, use the Baldrige assessment tools and prepare a memo on the results of the assessment. The memo will be five to seven pages long (exclusive of enclosures), type written, and double-spaced. The memo is due in class as stated on the Course Schedule below.

## **Final Examination:**

The final examination will consist of objective and essay questions derived from reading assignments, lectures, and class discussions. The exam will be open book.

## **Class Participation and Attendance:**

Active student participation is an integral part of the teaching methodology used. There is generally a direct correlation between class participation and good grades. Students are required to attend all class sessions. Excused absences will be granted for valid reasons. Absences must be coordinated in advance with the professor.

## **WebTycho:**

Students should check the webtycho classroom regularly in this class. Announcements, documents, and information about class assignments will be posted. The instructor will also use the grade book.

## **Grading Scale:**

A	=	100 - 90
B	=	89 - 80
C	=	79 - 70
D	=	69 - 60
F	=	Failure 59 or below

## **Course Schedule:**

**NOTE: Reading assignments must be read and all Chapter Review Questions must be prepared before class on the dates indicated below. Assignments are due in class on the dates indicated below. The letter (S) refers to the Sennewald text and the letter (F) refers to the Fisher text.**

January 25 Discussion of Textbook, Expectations, and Student Writing Assignments  
Read (S) Chapter 1

February 1 General Security Management and How to Use the Baldrige Criteria  
Read (S) Chapters 2, 3 and 27 ## 1-3  
Read (F) Introduction and Chapter 1  
ARTICLE #1 DUE

February 8 General Security Management (Cont) and Leadership Assessment  
Read (S) Chapters 4, 5 and 27 ## 4-6

Read (F) Read Chapters 2 and 3

- February 15 Security Personnel Management and Strategic Planning Assessment  
Read (S) Chapters 6, 7, 8 and 27 ## 7-9  
Read (F) Chapter 4  
SHORT PAPER #1 DUE
- February 22 Security Personnel Management (Cont) and Customer and Market Focus  
Read (S) Chapters 9, 10 and 27 ## 9-12  
Read (F) Chapter 5  
ARTICLE #2 DUE
- March 1 Security Personnel Management (Cont) and Measurement, Analysis and Knowledge Management  
Read (S) Chapters 11, 12 and 27 ##13-15  
Read (F) Chapter 6  
ARTICLE #3 DUE
- March 8 Security Personnel Management (Cont) and Human Resource Assessment  
Read (S) Chapters 13, 14 and 27 ## 16-18  
Read (F) Chapter 7  
ARTICLE #4 DUE
- March 15 Operations and Process Management  
Read (S) Chapters 15, 16 and 27 ## 19-21  
Read (F) Chapter 8  
SHORT PAPER #2 DUE
- March 22 NO CLASS
- March 29 Risk Assessment, Security Survey and Business Results  
Read (S) Chapters 17, 18 and 27 ##22-24  
Read (F) Chapter 9
- April 5 Administration, Policy and Transforming the Assessment  
Read (S) Chapters 19, 20 and 27 ## 25-27  
Read (F) Chapter 10  
ARTICLE #5 DUE
- April 12 Computers, Statistics and Security Management  
Read (S) Chapters 21, 22 and 27 ##28-31  
SHORT PAPER #3 DUE
- April 19 Public Relations  
Read (S) Chapters 23, 24 and 27 # 32

April 26      Public Relations with Industry and Community Relations  
                    Read (S) Chapters 25 and 26

May 3         Catch-up and review for Final Examination  
                    PROJECT PAPER DUE

May 10        FINAL EXAMINATION