

Montgomery County Community College  
CJS 275  
Administering the Business of Security  
3-3-0

**CATALOG DESCRIPTION:**

This course offers students an understanding of the role of management within a security organization. It describes techniques and offers practical methods that will help students achieve effective security department management. During the course students will examine the following issues and topics: individual roles of security management personnel; policies and procedures; current computer applications that can help all aspects of the security function; the importance of security statistics; and how to 'sell' the importance of the security function to senior management.

**REQUISITES:**

*Previous Course Requirements*

None

*Concurrent Course Requirements*

None

LEARNING OUTCOMES Upon successful completion of this course, the student will be able to:	LEARNING ACTIVITIES	EVALUATION METHODS
1. Define basic management concepts including the unity of command principle; span of control; differences between command and functional supervision; the five divisions of work; the impact of corporate culture on the security management function; the differences between formal and informal organization and communication.	Assigned Readings Lectures Discussions Case Study Analysis AV/Multimedia Materials Internet Field Trips Field Trips Essay Assignments Directed Research Quizzes and Exams Technology Utilization (Computer and Internet)	Multiple-Choice Exam Graded Essay Graded Essay Exam Assignments Graded Term Project Individual or Group Presentation Graded Class Discussion Graded Case Study

LEARNING OUTCOMES	LEARNING ACTIVITIES	EVALUATION METHODS
2. Define working parameters by which the effectiveness of security services may be evaluated in different kinds of enterprises.	Assigned Readings Lectures Discussions Case Study Analysis AV/Multimedia Materials Internet Field Trips Field Trips Essay Assignments Directed Research Quizzes and Exams Technology Utilization (Computer and Internet)	Multiple-Choice Exam Graded Essay Graded Essay Exam Assignments Graded Term Project Individual or Group Presentation Graded Class Discussion Graded Case Study
3. Develop Security-related SWOT analyses for a range of firms and business sectors, and integrate them into company-wide strategic planning processes through the formulation of master strategies, operational objectives, and specific action plans.	Assigned Readings Lectures Discussions Case Study Analysis AV/Multimedia Materials Internet Field Trips Field Trips Term Project Technology Utilization (Computer and Internet)	Multiple-Choice Exam Graded Essay Graded Essay Exam Assignments Graded Term Project Individual or Group Presentation Graded Class Discussion Graded Case Study
4. Conduct "Risk Assessment Analyses" and "Security Surveys" of 'large' and 'small' enterprises, and demonstrate an understanding of the unique problems and requirements of different business sectors (e.g., retail, gaming, financial services, manufacturing, defense, etc.).	Assigned Readings Lectures Discussions Case Study Analysis AV/Multimedia Materials Internet Field Trips Field Trips Term Project Technology Utilization (Computer and Internet)	Multiple-Choice Exam Graded Essay Graded Essay Exam Assignments Graded Term Project Individual or Group Presentation Graded Class Discussion Graded Case Study

LEARNING OUTCOMES	LEARNING ACTIVITIES	EVALUATION METHODS
5. Develop "Risk Assessment Analyses" and "Security Surveys" specific to a given firm's IT system vulnerabilities. Develop remedial action plans, describing specific corrective measures to be taken. Develop an enterprise recovery plan covering likely scenarios of breach or system failure.	Assigned Readings Lectures Discussions Case Study Analysis AV/Multimedia Materials Internet Field Trips Field Trips Term Project Technology Utilization (Computer and Internet)	Multiple-Choice Exam Graded Essay Graded Essay Exam Assignments Graded Term Project Individual or Group Presentation Graded Class Discussion Graded Case Study
6. Define the proper relationship between planning and budgeting, and demonstrate this concept through the development of operating, sundry, and capital budgets.	Assigned Readings Lectures Discussions Case Study Analysis AV/Multimedia Materials Internet Field Trips Field Trips Essay Assignments Directed Research Quizzes and Exams Technology Utilization (Computer and Internet)	Multiple-Choice Exam Graded Essay Graded Essay Exam Assignments Graded Term Project Individual or Group Presentation Graded Class Discussion Graded Case Study
7. Describe the recommended behavior of a new security director and the actions he or she should take as such.	Assigned Readings Lectures Discussions Case Study Analysis AV/Multimedia Materials Internet Field Trips Field Trips Essay Assignments Directed Research Quizzes and Exams Technology Utilization (Computer and Internet)	Multiple-Choice Exam Graded Essay Graded Essay Exam Assignments Graded Term Project Individual or Group Presentation Graded Class Discussion Graded Case Study

LEARNING OUTCOMES	LEARNING ACTIVITIES	EVALUATION METHODS
8. Describe effective recruiting, interviewing, vetting, and training procedures specific to the security function, and describe the characteristics of an ideal security employee.	Assigned Readings Lectures Discussions Case Study Analysis AV/Multimedia Materials Internet Field Trips Field Trips Essay Assignments Directed Research Quizzes and Exams Technology Utilization (Computer and Internet)	Multiple-Choice Exam Graded Essay Graded Essay Exam Assignments Graded Term Project Individual or Group Presentation Graded Class Discussion Graded Case Study

At the conclusion of each semester/session, assessment of the learning outcomes will be completed by course faculty using the listed evaluation method(s). Aggregated results will be submitted to the Associate Vice President of Academic Affairs. The benchmark for each learning outcome is that *70% of students will meet or exceed outcome criteria*.

#### SEQUENCE OF TOPICS:

1. Introduction – The Scope of the Private Security Function; The History of Private Security
2. Strategic Planning & Decision-Making – Protection of Assets; SWOT Analysis; Security Surveys; Security Needs Analysis; Action Plans
3. Managing Resources – Budgeting; Budgeting Objectives; Types of Budgets; the Budget Cycle; the Budget Game; the Relationship between Planning and Budgeting
4. Leadership – What Is Leadership? Leadership Theories. The Essence of Good Leadership. Leadership & Effective Supervision in Private Security
5. Managing Change in the Security Context
6. Organizing & Managing a Security Guard Force – Recruitment & Selection; Employment Laws; Motivation; Performance Appraisal; Scheduling; Discipline & Discharge; Training & Instructional Strategies; Professionalization
7. Corporate Risk-Management – Protecting Corporate Assets; Physical Plant; Inventory; Intellectual Property; Customer/Client Base; ‘Good Will’ and Reputation
8. Physical Security – Controlling Access; Accident Prevention
9. Internal Security Investigations – Pre-Employment Screening; Existing Workforce; Spotting and Acting Upon Security Problems; Legal Risks and Constraints
10. Corporate Emergency Management – Developing a Recovery Plan
11. Information Security
12. Labor Relations – Union Organizing –Strategies & Tactics; Management Responses; Establishing a Bargaining Relationship; Collective Bargaining; Conflict Resolution; Special Problems Relating to Security in an Organized Labor Environment; Substance Abuse Prevention; Workplace Violence

13. Executive Protection
14. Security Awareness & Corporate Culture
15. Futures – The Public Sector & Private Security. Influences in the Private Sector. Technology & Security. “Traditional” Crime Issues. The Need for Organizational Change

LEARNING MATERIALS:

Fay, John J. (2017). *Contemporary Security Management* (4<sup>th</sup> ed.). Butterworth-Heinemann.

Other relevant resources identified by the instructor

COURSE APPROVAL:

Prepared by: Benn Prybutok Date: 8/4/2006

Revised by: Benn Prybutok Date: 1/30/2009

VPAA/Provost Compliance Verification: Dr. John C. Flynn, Jr. Date: 9/11/2009

Revised by: Benn Prybutok Date: 2/22/2013

VPAA/Provost or designee Compliance Verification:  
Victoria L. Bastecki-Perez, Ed.D. Date: 2/25/2013

Revised by: Jayden Sampson Date: 12/16/2017

VPAA/Provost or designee Compliance Verification: Date: 12/18/2017



*This course is consistent with Montgomery County Community College's mission. It was developed, approved and will be delivered in full compliance with the policies and procedures established by the College.*