**I. COURSE TITLE:** Asset Protection and Loss Prevention

 **COURSE NUMBER:** 1105 **CATALOG PREFIX:** CJUS

**II PREREQUISITE(S):** None

**III. CREDIT HOURS:** 3 **LECTURE HOURS:** 3

 **LABORATORY HOURS:** 0 **OBSERVATION HOURS:** 0

**IV. COURSE DESCRIPTION:**

The course focuses on administration and management issues related to corporate security functions, including strategic and operational management, risk management, contract security services, management of emergencies and loss prevention. Students will assess vulnerabilities and recommendations of the 9/11 Commission Report on the terrorist attacks against the Unites States. Facility protection standards are used to determine appropriate courses of action, from a security management perspective, using threat models and risk assessment concepts. Research is required and application of critical thinking is applied to address external threats and countermeasures. Practical exercises are conducted to apply research findings.

**V. ADOPTED TEXT(S):**

 *Security and Loss Prevention: An Introduction*

6th Edition, Purpura, P. P.(2013). Burlington,
MA: Elsevier Butterworth-Heinemann.

ISBN: 978-0-12-387846-5

Optional Text

*Publication manual of the American Psychological Association*

6th Ed, 2009 Washington, D.C.: American Psychological Association.

 ISBN: 978-1-4338-0561-5

**VI. COURSE OBJECTIVES:**

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

* Discern a critical and historical perspective of security and loss prevention; Analyze business, careers, and challenges in security and loss prevention; and explain the foundations of security and loss prevention.
* Explain the essentials of law as they relate to the security professional; contrast internal and external relations; and assess applicant-screening practices.
* Illustrate and analyze internal versus external threats and their appropriate countermeasures.
* Select and rate methods for prudent purchasing decisions; and analyze the value of investigations in the workplace.
* Argue the necessity for the security function to have a close working relationship with accounting and auditing; and evaluate the essentials of risk management, business continuity, and emergency management.
* Critique and assess the concepts, principles, and interrelationships between life safety, fire protection, emergencies, and safety.
* Recommend countermeasures in homeland security and terrorism; and review strategies to protect critical infrastructure, key assets, and borders.
* Profile special problems and countermeasures in the protection of businesses and institutions; Rank security industry topics of concern; and assess your future in security and loss prevention.

**VII. GRADING**

Students will be required to complete written exams, quizzes, presentations, and/or homework assignments at the times designated by the course instructor. Late assignments will be considered for half credit.

 Grades will be awarded using the following schedule:

 A= 90 - 100

 B= 80 - 89

 C= 70 -79

 D= 60 – 69

 F = 59 and below – Student will be required to repeat course

Honesty and integrity are major elements in professional behavior and are expected of each criminal justice student. Cheating is an unacceptable behavior within all criminal justice courses. Students having academic difficulties should seek guidance and/or assistance from the instructor, academic advisor, or college counselor.

A student observed or found to be cheating on a test or assignment in any criminal justice course will be given a “zero” on the test or assignment. A written report of the incident, signed by the instructor and the student, will be placed in the student’s file. This notice will remain on file and in effect for the remainder of the student’s enrollment in the criminal justice program. Should a second incident of cheating occur in any criminal justice course, the student will be given a failing grade for the course and will be dismissed from the criminal justice program for one year. The “zero” grade for dishonesty will not be used as the drop grade in a course in which a drop grade option is given.

**VIII. COURSE METHODOLOGY:**

Lecture, discussion, journals, case studies, and other methodologies may be utilized as appropriate to the course objectives.

**IX. COURSE OUTLINE:**

 A. Introduction to Security and Loss Prevention

 1. A Critical Perspective

 2. The Business, Careers, and Challenges of Security and Loss Prevention

 3. Foundations of Security and Loss Prevention

 4. Law

 B. Reducing the Problem of Loss

 1. Internal and External Relations

 2. Applicant Screening and Employee Socialization

 3. Internal Threats, External Threats and Countermeasures

 4. Services and Systems: Methods toward Wise Purchasing Decisions

 5. Investigations

 6. Accounting, Accountability and Auditing

 C. Creating a Safe Environment

1. Risk Management, Business Continuity, and Emergency Management

 2. Life Safety, Fire Protection and Emergencies

 3. Safety in the Workplace

 D. Special Problems and Countermeasures

 1. Terrorism and Homeland Security

 2. Protecting Critical Infrastructures

 3 Loss Prevention at Businesses and Institutions

 4. Future in Security and Loss Prevention

 **Sample Course Outline\***

**Asset Protections and Loss Prevention**

Week 1 Class Introduction and course outline

Chapter 1: The History of Security and Loss Prevention: A Critical Perspective

Week 2 Chapter 2: The Business, Careers, and Challenges of Security and Loss Prevention

 Chapter 3: Reducing the Problem of Loss

Week 3 Chapter 4: Law

Week 4 Test Review

Test over Chapters 1, 2, 3 & 4

Week 5 Chapter 5: Internal and External Relations

Chapter 6: Applicant Screening and Employee Socialization

Week 6 Chapter 7: Internal Threats and Countermeasures

Chapter 8: External Threats and Countermeasures

Week 7 Chapter 9: Services and Systems: Methods Toward Wise Purchasing Decisions

 Test Review

Week 8 Test over Chapters 5, 6, 7, 8, & 9

 Chapter 10: Investigations

Week 9 Chapter 11: Accounting, Accountability and Auditing

Chapter 12: Risk Management, Business Continuity, and Emergency Management

Week 10 Chapter 13: Life Safety, Fire Protection and Emergencies

Chapter 14: Safety in the Workplace

Week 11 Test Review

 Exam on Chapters 10, 11, 12, 13, & 14

Week 12 Chapter 15: Terrorism and Homeland Security

Chapter 16: Protecting Critical Infrastructures and Key Assets, and Borders

Week 13 Chapter 17: Loss Prevention at Businesses and Institutions

 Chapter 18: Topics of Concerns

Week 14 Chapter 19: What Next? The Future of Terrorism

 Test Review

Week 15 Test Chapters 15, 16, 17, 18, & 19

 Final Exam Review

Week 16 **FINAL EXAM** (Comprehensive)

 \*Instructor reserves the right to organize work to meet the objectives of the course.

**X. OTHER REQUIRED TEXTS, SOFTWARE AND MATERIALS:**

 Supplemental Readings may be assigned by the instructor.

**XI.** **EVALUATION:**

There will be 5-100-point examinations including a comprehensive final exam all exams will contain material from earlier in the course/program. Students are expected to achieve a passing score of 70 on four of the exams. The exam with the lowest score will not be counted toward the final grade. MAKE UP EXAMS WILL NOT BE PROVIDED.

Class Assignment:

Each student will be responsible for a research paper consisting of 2,000 to 3,000 words of original narrative documentation in APA format. The paper shall be double-spaced with a font of 12 or less in size and margins of one inch from top and bottom of the paper and one inch from the each side on 8.5 by 11 inch white paper. The research paper shall include a cover page and reference page(s) with three or more references. Cover page and reference page(s) will not be counted toward required number of words. Diagrams and charts may be used but will not be counted as words. Drawings and photographs should not be used. Late papers will receive half credit.

**Final Grade Calculation:**

 Measuring Tool Number Required Maximum Points

 Exams 4 @ 100 points each 400

 Research Paper 1 @ 100 points each 100

 Homework Assignments 10 @ 9 points each 90

Class Participation 10

 600

**XII. SPECIFIC MANAGEMENT REQUIREMENTS:**

Student Responsibilities:

 If enrolled in a face-face section:

To meet the objectives of the course, students must attend all scheduled classes. At the beginning of the quarter, instructors will pass out a class schedule that lists all class meetings. If a student must miss a class due to extenuating circumstances, then the student is expected to call and inform the instructor by either talking with the instructor or leaving a message should the instructor not be available.

Students will be allowed two class absences. Unexcused absences over two times will result in a drop of one letter grade from the final grade, i.e. the third absence would reduce a final grade of “A” to a “B.” Two instances of significant tardiness or leaving early will be considered to be equivalent to an absence for purposes of this calculation.

Specific login and activity requirements will be indicated in the initial instructions for any online sections.

Instructor’s Responsibilities:

The instructor will enhance and expand the meaning and application of the subject matter covered throughout the course. At the beginning of each quarter, the instructor will distribute syllabi listing all class sessions and course requirements. The instructor will facilitate class discussion and be available to students who need additional educational assistance

**XIII.** **OTHER INFORMATION:**

**Classroom courtesy and decorum**

Old –fashioned courtesy and mutual respect are the order of the day. Rude behavior of any sort will not be tolerated. It is especially important that there are no disruptions that hinder the learning process during class. Such disruptions include, but are not limited to sleeping, eating, listening to iPods, talking and or text messaging on cell phone or other device, using wireless internet connections not related to the subject matter being covered in the class room, reading newspapers, or other unrelated materials during lectures, coming late, leaving early, etc. If you have a need to engage in any of the aforementioned activities, kindly do it somewhere other than this classroom. If you engage in any of the aforementioned activates the instructor has the authority to remove you from the classroom and remove you from the class list.

**Cheating**

STATEMENT OF ACADEMIC HONESTY

(Southern State Community College Catalog 2009-2011, pp.53-56)

Southern State Community College is committed to providing educational opportunities that promote academic, professional and personal growth in students. To these ends, all members of the college are expected to uphold the highest academic and ethical stands.

Types of Academic Misconduct

1. Any unauthorized use of material (books, notes, of any kind, and so forth) during an examination, test, or quiz.
2. Copying from another student’s work, permitting one’s work to be copied during an examination, test, or quiz.
3. Unauthorized use of equipment (computers, calculators, or any type of educational or laboratory equipment).
4. Permitting a person to pose in one’s place during an examination, test, quiz, or posing as another person during an examination, test, quiz.
5. Altering an examination, test, quiz, or any other type of evaluated work in an effort to have the work re-evaluated for higher grade.
6. Plagiarizing or permitting one’s work to be plagiarized.
7. Using unauthorized or improper methods to determine in advance the contents of an examination, test, or quiz.
8. Unauthorized use of computer software during an examination, test, or quiz.
9. Submitting as one’s own a work of art, a speech, or oral report, a musical composition, a computer program, a laboratory project or any other creation done by another person.

Plagiarism Defined

Plagiarism can be defined as copying someone else’s words or ideas and passing it off as your own. This includes copying material from the World Wide Web, the Internet, books, videos, and all copyrighted material without express permission and documentation.

Possible Sanctions for Academic Misconduct

By an instructor:

Instructors must state possible options at the beginning of a quarter of what sanctions they will apply to cases of academic misconduct. Instructors may choose any of the following possible sanctions:

“F” for an individual examination, test, quiz, or evaluated project.

“F” for the course.

Refer the case to the Academic Appeals Committee.

**FERPA:** Work submitted in this class may be seen by others. Others may see your work when being distributed, during group project work, or if it is chosen for demonstration purposes. Other instructors may also see your work during the evaluation/feedback process. There is also a possibility that your papers may be submitted electronically to other entities to determine if content is original and references are cited appropriately.

**Disabilities:** If you have any condition or situation which will make it difficult for you to carry out the work as outlined, please notify the instructor as soon as possible. Students with disabilities may contact the Disabilities Service Office, Central Campus at 800-628-7722 or 937-393-3431.