

**SEWARD COUNTY COMMUNITY COLLEGE
COURSE SYLLABUS**

I. TITLE OF COURSE: CJ2113- Agency Administration

II. COURSE DESCRIPTION: Three **credit hours**
Three **credit hours of lecture and Zero credit hours of lab per week.**

This course conducts a practical analysis of modern administration theory and supervisory and management principles and their application to the unique operating problems of criminal justice organizations.

For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected.

Pre-requisite: Twelve hours of criminal justice courses or instructor permission

III. PROGRAM AND/OR DEPARTMENT MISSION STATEMENT:

Division Statement: The mission of the Humanities and Social Sciences is to foster an appreciation of the role that the humanities and social sciences has played in the evolution of civilized society and to explore the ways that an understanding of theory and practice in philosophy, the social and behavioral sciences, the fine arts, and written and oral expression will enable students to participate thoughtfully in a global society.

The Criminal Justice program at Seward County Community College provides students with the opportunity to develop and enhance their skills in the criminal justice field through educational and technical instruction.

IV. TEXTBOOK AND MATERIALS:

Peak, Kenneth J., and Andrew L. Giacomazzi, Justice Administration: Police, Courts, & Corrections Management, 9th Ed. New York: Pearson. 2019.

V. SCCC OUTCOMES

Students who successfully complete this course will demonstrate the ability to do the following SCCC Outcomes.

1: Read with comprehension, be critical of what they read, and apply knowledge gained to real life
2: Communicate ideas clearly and proficiently in writing, appropriately adjusting content and arrangement for varying audiences, purposes, and situations.

5: Demonstrate the ability to think critically by gathering facts, generating insights, analyzing data, and evaluating information

8: Show the ability to contribute to political, civic, and community responsibilities as an informed member of society

VI. COURSE OUTCOMES:

At the completion of this course, students should have a basic understanding of the inner working of a criminal justice agency. Students should be able to do the following program outcomes:

1. Communicate clearly and effectively both verbally and through written documentation with diverse populations.
2. Demonstrate ethics, integrity, teamwork and professionalism
3. Compare and contrast the components of the Criminal Justice system
4. Differentiate organizational management and operational characteristics of criminal justice agencies.
5. The student will demonstrate their understanding of the subject by demonstrating at least 70% competency of the topics to be covered.

VII. COURSE OUTLINE:

1. Justice Administration: An Introduction
2. The Police
3. The Courts
4. Corrections
5. Issues Spanning the Justice System: Administrative Challenges and Practices

VIII. INSTRUCTIONAL METHODS:

1. Lecture/Discussion
2. Class participation
3. Written Projects
4. Attendance

IX. INSTRUCTIONAL AND RESOURCE MATERIALS:

1. Textbook
2. Budgeting examples
3. VCR
4. Local law enforcement departments

X. METHODS OF ASSESSMENT:

Methods of assessing the SCCC course outcomes and the specific include quizzes, written assignments/projects and discussion.

Outcome 1

1. Will be assessed by class participation, written assignments and verbal discussion indicating comprehension of material read.

Outcome 2

1. Will be assessed by various written assignments regarding the subject matter.

Outcome 5

1. Will be assessed by the research assignment project, essay, multiple choice and true/false exams, and class discussions over subject matter.

Outcome 8

1. Will be assessed by classroom opinion polls and everyday ethical dilemmas pertaining to various areas of the criminal justice system.

XI. ADA STATEMENT:

Under the Americans with Disabilities Act, Seward County Community College will make reasonable accommodations for students with documented disabilities. If you need support or assistance because of a disability, you may be eligible for academic accommodations. Students should identify themselves to the Dean of Students at 620-417-1106 or going to the Student Success Center in the Hobbie Academic building, room 149 A.

Syllabus Reviewed: 12/13/2018 14:28:34