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# **SYLLABUS: Essentials of Security**

Instructor: \_\_\_\_\_

Office hours: \_\_\_\_\_

Class hours: \_\_\_\_\_

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## **COURSE DESCRIPTION**

This course offers an overview of security elements and types of security organizations with a focus on security measures used to protect lives, property and proprietary information through risk management and asset protection.

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## **MAJOR INSTRUCTIONAL AREAS**

1. History and development of security in the United States
  2. Trends in technology related to the security industry
  3. Proactive security administration and planning practices
  4. Legal basis for security services
  5. Security functions
  6. Human resources management in security services
  7. Homeland security issues
  8. International perspective on principles of security
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## **COURSE OBJECTIVES**

1. Explain the development of security systems in the United States from the colonial period to the present.
2. Discuss the process of planning for the security needs of an agency or corporate entity.
3. Analyze the legal basis and issues that affect the administration of security services in both public and private sectors.
4. Describe how to secure physical assets — humans and property — for both organizations and individuals.
5. Describe how to secure critical assets — information and intellectual property.
6. Discuss how to investigate a security incident or crime.

7. Describe the key aspects of emergency management.
8. Discuss the human resource issues pertaining to the administration of security operations.
9. Analyze the current and future challenges that globalization poses for security service organizations.
10. Utilize emerging software applications to plan for and respond to security incidents.

### **Related SCANS Objectives**

1. Apply new knowledge and skills.
2. Recognize problems, examine consequences, and devise the plan of action.
3. Effectively present ideas or data using oral, written, graphic, pictorial, or multi-media methods to explain concepts.
4. Uses critical thinking to apply the steps in the security planning process.
5. Acquire, evaluate, organize, maintain, interpret, and communicate information.

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## **TEACHING STRATEGIES**

The curriculum is designed to promote a variety of teaching strategies that support the outcomes described in the course objectives and that foster higher cognitive skills. Delivery makes use of various media and delivery tools in the classroom.

To ensure reinforcement of topics and continuation of ideas in each chapter, discussion questions, quizzes, Internet references and assignments are included in every unit's course structure. These facets of the course aim to build your confidence and knowledge base for the class as well as provide the students with a strong understanding of the subject matter.

The following is a list of the strategies used in this course:

- The first unit of the course includes a general overview of the development of security services in the United States. To facilitate an understanding of the security concepts, the students will take a quiz encompassing the main concepts from the first three chapters of the text.
- Scenario-based discussions and assignments are used for lesson presentation in the remainder of the course units. These scenarios aim at helping the students the concepts they have learnt and lectures to real life situations in an effective manner.
- Content topics will be presented by providing these scenario-based discussions and will be complemented by a lecture discussing the theory behind the scenarios.

The overall assessment strategy for this course includes writing assignments, in-class discussions, and projects.

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## COURSE RESOURCES

### Student Textbook Package

- Curtis, George E. and R. Bruce McBride. *Proactive Security Administration*. Prentice Hall, Upper Saddle River, NJ. 2005

### References and Resources

#### ITT Tech Virtual Library

Login to the ITT Tech Virtual Library (<http://www.library.itt-tech.edu/>) to access online books, journals, and other reference resources selected to support ITT Tech curricula.

All links to web references outside of the ITT Tech Virtual Library are always subject to change without prior notice.

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## EVALUATION & GRADING

### COURSE REQUIREMENTS

#### 1. Attendance and Participation

Regular attendance and participation are essential for satisfactory progress in this course.

#### 2. Completed Assignments

Each student is responsible for completing all assignments on time.

#### 3. Team Participation (if applicable)

Each student is responsible for participating in team assignments and for completing the delegated task. Each team member must honestly evaluate the contributions by all members of their respective teams.

### Evaluation Criteria Table

The final grade will be based on the following weighted categories:

CATEGORY	WEIGHT
Participation	10%
Writing Assignments	25%
Labs	25%
Project	25%
Quiz	15%
<b>Total</b>	<b>100%</b>

## Grade Conversion Table

Final grades will be calculated from the percentages earned in class as follows:

Grade	Percentage	Credit
A	90–100%	4.0
B+	85–89%	3.5
B	80–84%	3.0
C+	75–79%	2.5
C	70–74%	2.0
D+	65–69%	1.5
D	60–64%	1.0
F	<60%	0.0

## COURSE OUTLINE

### Notes

- **Unit 1:** All the concepts will be covered in the class; therefore, the specified readings are merely for your reference.
- **For all units, except Unit 1:** It is recommended that you complete the readings before attending the class.
- In addition to general class participation and in-class activities, all discussion questions will be graded under the Participation evaluation category.

Unit #	Activities for the Unit
1	<ul style="list-style-type: none"> <li>• <b>Content Covered</b> <ul style="list-style-type: none"> <li>• Chapter 1: Development of Security in the United States, pp. 1–21</li> </ul> </li> <li>• <b>Writing Assignments: 2</b></li> <li>• <b>Lab: Lab 1</b></li> </ul>
2	<ul style="list-style-type: none"> <li>• <b>Content Covered</b> <ul style="list-style-type: none"> <li>• Chapter 2: Proactive Security Planning, pp. 24–37</li> </ul> </li> <li>• <b>Writing Assignments: 2</b></li> <li>• <b>Lab: Lab 2</b></li> </ul>
3	<ul style="list-style-type: none"> <li>• <b>Content Covered</b> <ul style="list-style-type: none"> <li>• Chapter 3: Legal Issues in Security Administration, pp. 37–48</li> </ul> </li> <li>• <b>Writing Assignments: 2</b></li> <li>• <b>Lab: Lab 3</b></li> <li>• <b>Quiz : 1 (covering Units 1 &amp; 2)</b></li> </ul>
4	<ul style="list-style-type: none"> <li>• <b>Content Covered</b> <ul style="list-style-type: none"> <li>• Chapter 3: Legal Basis for the Security Function, pp. 50–72</li> </ul> </li> <li>• <b>Writing Assignments: 2</b></li> <li>• <b>Lab: Lab 4</b></li> </ul>
5	<ul style="list-style-type: none"> <li>• <b>Content Covered</b> <ul style="list-style-type: none"> <li>• Chapter 4: Securing Assets—Humans and Property, pp. 76–102</li> </ul> </li> <li>• <b>Writing Assignments: 2</b></li> <li>• <b>Lab: Lab 5</b></li> <li>• <b>Quiz : 1 (covering Units 3 &amp; 4)</b></li> </ul>
6	<ul style="list-style-type: none"> <li>• <b>Content Covered</b> <ul style="list-style-type: none"> <li>• Chapter 5: Securing Assets— Information and Intellectual Property, pp. 105–122</li> </ul> </li> <li>• <b>Writing Assignments: 2</b></li> <li>• <b>Lab: Lab 6</b></li> </ul>
7	<ul style="list-style-type: none"> <li>• <b>Content Covered</b></li> </ul>

Unit #	Activities for the Unit
	<ul style="list-style-type: none"> <li>• Chapter 6: Investigation of Crime and Security Incidents, pp. 125–149</li> <li>• <b>Writing Assignments: 2</b></li> <li>• <b>Lab: Lab 7</b></li> <li>• <b>Quiz :1 (covering Units 5 &amp; 6)</b></li> </ul>
8	<ul style="list-style-type: none"> <li>• <b>Content Covered</b> <ul style="list-style-type: none"> <li>• Chapter 7: Emergency Management, pp. 151–174</li> </ul> </li> <li>• <b>Writing Assignments: 2</b></li> <li>• <b>Lab: Lab 8</b></li> </ul>
9	<ul style="list-style-type: none"> <li>• <b>Content Covered</b> <ul style="list-style-type: none"> <li>• Chapter 8: Human Resource Management in Security Services, pp. 177–206</li> <li>• Chapter 9: Training, pp. 210–226</li> </ul> </li> <li>• <b>Writing Assignments: 2</b></li> <li>• <b>Lab: Lab 9</b></li> <li>• <b>Project Part 1</b></li> <li>• <b>Quiz : 1 (covering Units 7 &amp; 8)</b></li> </ul>
10	<ul style="list-style-type: none"> <li>• <b>Content Covered</b> <ul style="list-style-type: none"> <li>• Chapter 10: Global and Homeland Security Issues, pp. 229–246</li> </ul> </li> <li>• <b>Writing Assignments: 2</b></li> <li>• <b>Lab: Lab 10</b></li> </ul>
11	<ul style="list-style-type: none"> <li>• <b>Content Covered</b> <ul style="list-style-type: none"> <li>• NA</li> </ul> </li> <li>• <b>Quiz : 1 (covering Units 9 &amp; 10)</b></li> <li>• <b>Project Part 2</b></li> </ul>