**BARTON COMMUNITY COLLEGE**

**COURSE SYLLABUS**

**Fall 2012**

1. **GENERAL COURSE INFORMATION**

Course Number: CRIM 1686

Course Title: Agency Administration

Credit Hours: 3

Prerequisite: Sophomore Criminal Justice Majors Only/Consent of the Instructor

Division/Discipline: Workforce Training and Community Education/Criminal Justice

Course Description: Conducts a practical analysis of modern administration theory and supervisory, management principles and their application to the unique operating problems of criminal justice organizations.

1. **CLASSROOM POLICY**

Students and faculty of Barton Community College constitute a special community engaged in the process of education. The college assumes that its students and faculty will demonstrate a code of personal honor that is based upon courtesy, integrity, common sense, and respect for others both within and outside the classroom.

The College reserves the right to suspend a student for conduct that is detrimental to the College’s educational endeavors as outlined in the College Catalog.

Plagiarism on any academic endeavor at Barton Community College will not be tolerated. Learn the rules of, and avoid instances of, intentional or unintentional plagiarism.

Anyone seeking an accommodation under provisions of the Americans with Disabilities Act should notify Student Support Services.

1. **COURSE AS VIEWED IN THE TOTAL CURRICULUM**

This course is primarily for pre-service students. The student will learn the departmental structure from small communities to large cities with-in the Criminal Justice system. The student will learn the theory of administration, application and operating problems, and management to the employee’s first day on the job.

Please see instructor for transferability. The transferability of all college courses will vary among institutions, and perhaps even among departments, colleges, or programs within an institution. Institutional requirements may also change without prior notification. Students are responsible to obtain relevant information from intended transfer institutions to insure that the courses the student enrolls in are the most appropriate set of courses for the transfer program.

1. **ASSESSMENT OF STUDENT LEARNING**

Barton Community college is committed to the assessment of student learning and to quality education. Assessment activities provide a means to develop an understanding of how students learn, what they know, and what they can do with their knowledge. Results from these various activities guide Barton as a learning college in finding ways to improve student learning.

**Outcomes and Competencies:**

1. Communicate clearly and effectively both verbally and through written documentation with diverse populations.
2. Determine the need for diversity and multicultural training.
3. Demonstrate ethics, integrity, teamwork and professionalism.
4. Explain the rights and legal responsibilities of criminal justice employees.
5. Summarize elements that create an ethical environment.
6. Compare and contrast the components of the criminal justice system.
7. Explain the budgeting process within the criminal justice system
8. Compare and contrast various theories and practices of motivation.
9. Differentiate organizational management and operational characteristics of criminal justice agencies.
10. Outline the organizational makeup of the criminal justice system.
11. Explain leadership and management techniques.
12. Determine appropriate communication as a management tool.
13. Evaluate the impact of employee relations on the criminal justice system.
14. Summarize the formal and informal evaluation process of criminal justice employees.
15. Utilize stress management techniques.
16. **INSTRUCTOR’S EXPECTATIONS OF STUDENTS IN CLASS**
17. **TEXTBOOKS AND OTHER REQUIRED MATERIALS**
18. **REFERENCES**
19. **METHODS OF INSTRUCTION AND EVALUATION**
20. **ATTENDANCE REQUIREMENTS**
21. **COURSE OUTLINE**