

COURSE SYLLABUS

SECR 5020-37
Course Number

John H. Webber
Instructor

Security Administration &
Management
Course Title

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Fall 1, 2005
Term

US Naval Hospital
Site/Location

1. **Course Description:** Students apply principles of management to security administration. Topics include personnel management, security planning, organizational leadership and communication, and recruitment and training.

2. **Incoming Student Competencies:** Must be capable of graduate work. Should have attended SECR 5000 and/or have experience in security management or have secured approval to attend class in advance by the University.

3. **Course Statement of Objectives:**

Students will improve and expand ability to organize and manage a security department, programs, program evaluations, planning, monitoring and implementing programs.

Students will understand and apply management principles.

Students will apply management principles to planning, managing, controlling and budgeting.

Students will demonstrate ability to plan, integrate and communicate his/her program through a course paper and oral presentation.

4. **Schedule of required readings, class preparations and assignments, discussions, student presentations, and exams:**

WEEK 1 Aug 21 Charting the Path: Course Overview and Introduction – review of Course objectives, requirements, and expectations.
Reading: Dalton: chapter 1, pp and information leading up to Chapter 1. Discussion.

WEEK 2 Aug 28 Who Should Take the Helm and Understanding the Barriers to Success – discussion.
Reading Dalton: chapters 2 and 3.

- WEEK 3 Sept 03** **Class does not meet due to Labor Day Weekend** – The Corporate Security Manager as Organizational Strategic Planner – discussion.
Reading: Dalton, chapter 4.
- WEEK 4 Sept 10** The Call for a Metrics-Based Approach to Total asset Protection- discussion.
Reading: Dalton, chapter 5.
Combine assignments for Week 3 and Week 4.
- WEEK 5 Sept 17** Moving to an Era of Total Asset Protection – discussion:
Reading: Dalton, chapter 6.
- WEEK 6 Sept 24** Have I Got a Story for You – And Maybe a Few More – discussion.
Reading: Dalton, chapter 7.
- WEEK 7 Oct 01** Achieving Success – discussion.
Reading: Dalton, chapter 8.
Research paper due. (Letter reduction each day late).
- WEEK 8 Oct 08** May I Play Through – discussion.
Reading: Dalton, chapter 9.
Presentations.
- WEEK 9 Oct 17** Final Exam

Required Text: Rethinking Corporate Security in the Post 9/11 Era, Dalton, Dennis. Butterworth-Heinemann Publishers, Newton, MA, 2003. ISBN 0-7506-7614-0.

Suggested Readings: Students are strongly encouraged to read from the following publications to broaden their understanding of current business management trends: Inc., Fortune, Success, Business Week, Security Management, Human Resources Management, and Harvard Business Review. Other suggested texts include Security Business Practices Reference (all volumes), ASIS International, Alexandria, VA; Modern Security and Loss Prevention, Philip R. Purpura; and Corporate Security Administration and Management, Barefoot Maxwell.

Course Requirements:	% of Grade
*Class Participation	20%
*Research Paper and Oral Presentation	40%
*Examination Final Exam	40%

COURSE RESEARCH PAPER:

A 15 page research paper will be required for this course.

The paper will be an organizational analysis of an approved security organization. An example of an organizational analysis would be imagining that you are the security director of an organization.

Including a thorough description of the organization. Followed by a discussion of the strengths and weaknesses of the program and a description of what would make the organization better.

You are the person in charge and with sufficient funding available, describe changes you would make to ensure that the people and other assets of the were afforded adequate protection. It is strongly suggested that student(s) provide an outline of the research paper by Week 5 to ensure appropriateness of topic and clarity of understanding of that assignment.

The paper is to be submitted to the instructor no later than Week 7.

The 15 pages are exclusive of the title, executive summary, and bibliography.

Elements of the course paper:

1. An Executive Summary of approximately ½ to 1 page in length.
2. Describe a security operation/organization, highlighting those program elements that have been added since 9/11. This may be the security directorate of a major corporation, military activity, guard force management business or similar program.
3. Describe the security mission, roles, and responsibilities. Include a description of the corporate leadership, Board of Directors, etc..
4. Indicate who advocates are, why you consider them to be advocates, and what motivates them to be advocates of the security program.
5. Indicate who are customers-internal and external.
6. Provide a budget to clearly indicate where the company's money should be spent and why. Be prepared to justify the budget to whoever holds the purse strings. Describe how the security program enhances corporate revenue.
7. Provide an explanation of the human resource requirements and associated costs for the security organization.
8. Describe pros and cons of proprietary and outsourced resources to implement the plan.
9. Describe sensors, alarms, and other entry controls required for your facility(ies).
10. Describe threats and vulnerabilities applicable to your organization.
11. Indicate how the program management enhances overall corporation business environment. Another way to view this item is to explain why and to what extent your operation is an asset rather than a liability to the corporation.
12. Describe the marketing plan for the security program.

Academic Dishonesty: Webster University strives to be a center of academic excellence. As part of our Statement of Ethics, the University strives to preserve academic honor and integrity by repudiating all forms of academic dishonesty. Academic Dishonesty is unacceptable and is subject to a disciplinary response. See page 29 of the Webster University 2003-2005 Graduate Catalog for a complete description. The University reserves the right to utilize electronic databases, such as Turnitin.com, to assist faculty and students with their work.

Reviewed/Approved by _____
Faculty Coordinator/Chair **Date**

This syllabus may be revised at the discretion of the instructor without the prior notification or consent of the student.