



## TENTATIVE-SUBJECT TO CHANGE

**CRJU 1021 – Private Security**

**COURSE SYLLABUS**

**Online**

**Fall Semester 2021 (202212)**

### **COURSE INFORMATION**

Credit Hours/Minutes: 3/2250

Campus/Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard

Class Meets: Via Internet for 15 weeks

Course Reference Number (CRN): 20338

Preferred Method of Contact: Email

### **INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Abraham George

Email Address: [Abraham George \(ageorge@southeasterntech.edu\)](mailto:ageorge@southeasterntech.edu)

Campus/Office Location: Swainsboro Campus/Room #2159, Building 2

Office Hours: 10:30 a.m.-12:00 p.m., 1:30-3:00 p.m. Monday-Thursday

Phone: 478-289-2285

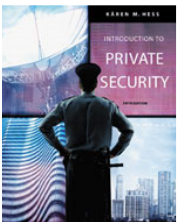
Fax Number: 478-289-2276

### **SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK**

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf\)](https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf).

### **REQUIRED TEXT**

This course uses an electronic book (E-book is required). It is located in Cengage Unlimited. Purchase one of the Cengage Unlimited Access Cards: One-Semester Access (4 months), One-Year Access, or Two-Year Access. Select this book once you have set up your Cengage Unlimited account. Setting up your Cengage Unlimited account and linking the textbook can be done directly through a link provided in the Blackboard course.



Introduction to Private Security, 5<sup>th</sup> Edition. ISBN-13: 9780534632045

## **REQUIRED SUPPLIES & SOFTWARE**

Microsoft Office and Internet access (Chrome or Mozilla Firefox) is required for this course.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (GVTC) provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

Students should not share login credentials with others and should change passwords periodically to maintain security.

## **COURSE DESCRIPTION**

Provides an orientation to the development, philosophy, responsibility, and function of the private security industry. A historical and philosophical perspective of private security will help students better understand the present stage of private security, its principles, its legal authority and its effect on society in general. Topics include: private security: an overview; basic security goals and responsibilities; when prevention fails; and security systems at work: putting it all together.

## **MAJOR COURSE COMPETENCIES**

Private Security: An Overview, Basic Security Goals and Responsibilities, When Prevention Fails, and Security Systems at Work: Putting it All Together

## **PREREQUISITE(S)**

Program admission

## **COURSE OUTLINE**

1. Private Security: An Overview
2. Basic Security Goals and Responsibilities
3. When Prevention Fails
4. Security Systems at Work: Putting it All Together

## **GENERAL EDUCATION CORE COMPETENCIES**

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

## **STUDENT REQUIREMENTS (ONLINE)**

Students are expected to complete all work required by the instructor and to attend the required proctored campus exam. Students will have at least one week to complete tests and assignments. All tests and assignments are due no later than 11:59 p.m. Monday of each week, but may be submitted earlier. Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of 37.5 hours during the semester doing the required homework, quizzes, and tests. Students are expected to communicate frequently through college email and discussion boards. College email and other STC resources can be accessed from the [mySTC](#) tab on STC's Website. Email can also be accessed in the menu of your Blackboard course.

- Students are responsible for working on course material individually and are responsible for communicating questions of concern to the instructor in a timely manner. Students are expected to

complete all tests and assignments by the due dates.

- Students are responsible for reading this syllabus/lesson plan and policies/procedures in the STC Catalog and Handbook as well as the Online Course Orientation. All online students must post a pledge that they have read and understand the syllabus and STC Online Orientation policy. The Pledge should be posted in Blackboard within the “Getting Started” link within the first three days of the semester.
- Students are responsible for checking emails and Blackboard announcements daily. Students must use their Student Email as the method of communication.
- Students are required to post an introduction of him/herself within the first three days of class. The Introduction should be posted in Blackboard within the “Getting Started” link within the first three days of the semester.
- Students are required to take chapter quizzes. Quizzes are posted in the weekly folders located in the “*Weekly Assignment Schedule*” link. Exams must be taken by the due date posted in the lesson plan part of the syllabus. Students are allowed to complete weekly assignments early so no make ups will be given for missed assignments. Any student who does not take a quiz by the due date will be given a grade of zero. ATTENTION: Once any quiz/test has begun, students cannot move away from it, or refresh the screen or the system will submit it automatically whether it has actually been completed or not.
- Students are required to take two tests during the semester. A midterm test and a final (proctored) test. ATTENTION: Once any test or quiz has begun, students cannot move away from the test/quiz, or refresh the screen or the system will submit it automatically whether it has actually been completed or not.
  - The Mid-term test will be available for students to take online from their home or elsewhere. Due date for the midterm test is located in the lesson plan portion of this syllabus. Failure to take the midterm test within the allowed timeframes will result in a grade of zero. No make ups will be allowed.
  - The Proctored Final test must be taken in person at STC on either of the two designated dates and campuses. Failure to take this proctored test will result in a grade F for this course. See the “Proctored” section of this syllabus below for more detailed information.
- Students are required to submit chapter Homework Assignments. Questions for homework assignments are posted in the weekly folders located in the “*Weekly Assignment Schedule*” link and must be submitted by the due date posted in the lesson plan part of the syllabus. Students are required to submit all homework assignments in the designated weekly Drop Box. Failure to submit homework by that week’s due date will result in a grade of zero. Students are allowed to turn in homework assignments early so no submissions will be accepted late. **HOMEWORK INSTRUCTIONS:** *Access the course and click on the “Course Work/Lessons” folder. Then go into the individual “Weekly Assignment Schedule” folder to find the chapter work due for a particular week. Click on the appropriate weekly chapter to find the appropriate homework assignment. Then click the “browse my computer” button to find the file you want to attach. Then click “submit” and it will attach the file. This will submit your homework file to the weekly drop box for grading. NOTE: THIS IS THE ONLY WAY ASSIGNMENTS WILL BE ACCEPTED FOR THIS CLASS. IF YOU HAVE ANY SPECIFIC QUESTIONS REGARDING ASSIGNMENTS, PLEASE EMAIL ME. DO NOT TYPE YOUR ASSIGNMENTS IN THE COMMENTS BOX. YOU MUST COMPLETE THE ASSIGNMENTS IN MICROSOFT WORD FORMAT (.doc or .docx) AND THEN ATTACH THE FILE IN THE DROP BOX FOR GRADING.*
- Students are required to participate in Discussion Topic assignments. Students are required to respond to the Discussion Topic and are also required to reply to one other student’s post in order to get full credit for the assignment. (See the *Discussion Board Grading Rubric* below.) Failure to post your response and reply by that week’s due date will result in a grade of zero. Students are allowed to post discussion topics early so no posts or replies will be accepted late. Discussion Board responses and replies must be at least 4-5 sentences. Comments must be written in complete sentences using correct spelling and grammar. Simply stating “yes or no” or “agree or disagree” is not sufficient and will not be accepted. Do not copy any other students’ post/reply. It is considered plagiarism and will not be accepted.

## DISCUSSION BOARD RUBRIC

# of discussion posts	# of discussion replies	Grade	Due Date, Length, Grammar and Spelling Requirements
1	1	100	Students who post their initial discussion board response to the discussion board topic and reply to at least one other students' post will be given a 100 on the assignment if the post is turned in by the due date, contain 4-5 sentences and free of grammatical and spelling errors. The student will receive a one-point deduction for each grammatical and spelling error in both their response and reply. A 10-point deduction will be given for any response or reply that is not 4-5 sentences in length. No credit will be given for any response or reply that is an answer of "yes/no" or "I agree/disagree."
1	0	70	Any student that does not respond to at least one other students' post will not receive a grade above 70. The grade of 70 will be the highest grade that the student will be able to receive on the discussion post if the post is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one-point deduction for each grammatical and spelling error in their response. A 10-point deduction will be given for any response that is not 4-5 sentences in length.
0	1	50	Students who only respond to a classmate's discussion post will not receive a grade above 50. The grade of 50 will be the highest grade that the student will be able to receive on the discussion response if the response is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one-point deduction for each grammatical and spelling error in their reply. A 10-point deduction will be given for any reply that is not 4-5 sentences in length.
0	0	0	Students will receive a 0 on the discussion topic if the student does not post an answer or response to one other students' post by the due date.

## COVID-19 MASK REQUIREMENT

Regardless of vaccination status, masks or face coverings must be worn at all times while in a classroom or lab of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student's refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

## COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

COVID-19 Key Symptoms
Fever or felt feverish
Chills
Shortness of breath or difficulty breathing (not attributed to any other health condition)
Cough: new or worsening, not attributed to another health condition
Fatigue
Muscle or body aches
Headache
New loss of taste or smell
Sore throat (not attributed to any other health condition)
Congestion or runny nose (not attributed to any other health condition)
Nausea or vomiting
Diarrhea
<b>In the past 14 days, if you:</b>
Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

## COVID-19 SELF-REPORTING REQUIREMENT

Students, regardless of vaccination status, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using <https://www.southeasterntech.edu/covid-19/>. Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](mailto:swaters@southeasterntech.edu), Exposure Control Coordinator, [swaters@southeasterntech.edu](mailto:swaters@southeasterntech.edu), 912-538-3195.

## ONLINE ATTENDANCE

It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" (Failing 0-59) in a course.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. **All tests and assignments are due no later than 11:59 p.m. on Monday of each week, but can be submitted earlier.** Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion

of the instructor.

## STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

**Swainsboro Campus:** [Daphne Scott dscott@southeasterntech.edu](mailto:dscott@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

**Vidalia Campus:** [Helen Thomas hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

## SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

## PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

**Swainsboro Campus:** [Daphne Scott dscott@southeasterntech.edu](mailto:dscott@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

**Vidalia Campus:** [Helen Thomas hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

## WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

## PROCTORED EVENT REQUIREMENT

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the

proctored sessions as scheduled on the Lesson Plan/Course Calendar. The event will be monitored by the instructor or by an approved proctor. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course.

Students living farther than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case).

Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Proctored events will be given after the 65% point of the semester. Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be given a zero for the proctored event.

### **PROCTORING FEES**

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

**The required proctored event for this class (Final Test) is scheduled on the following dates and times: Vidalia Campus, Gillis Building, Room 830 on Tuesday November 30 anytime between 8:30 a.m. – 1:00 p.m. and Swainsboro Campus, Building 2, Room 2159 on Wednesday December 1 anytime between 8:30 a.m. – 1:00 p.m. Email the instructor to inform which day/location and time you will come to take the proctored final test.**

### **MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)**

No make-ups will be allowed for any missed tests, quizzes, chapter homework, and discussion board topics. A grade of zero will be given for all assignments not completed by the respective due date. The proctored final test must be taken on either of the dates indicated in the syllabus/lesson plan and no make-ups are allowed unless a valid documented excuse is approved by the instructor.

### **ACADEMIC DISHONESTY POLICY**

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Handbook.

### **PROCEDURE FOR ACADEMIC MISCONDUCT**

The procedure for dealing with academic misconduct and dishonesty is as follows:

#### **1. First Offense**

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program



advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

**2. Second Offense**

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

**3. Third Offense**

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

**STATEMENT OF NON-DISCRIMINATION**

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

<p><b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b></p>	<p><b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b></p>
<p>Helen Thomas, Special Needs Specialist          Vidalia Campus          3001 East 1<sup>st</sup> Street, Vidalia          Office 165 Phone: 912-538-3126          Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas (hthomas@southeasterntech.edu)</a></p>	<p>Lanie Jonas, Director of Human Resources          Vidalia Campus          3001 East 1<sup>st</sup> Street, Vidalia          Office 138B Phone: 912-538-3230          Email: <a href="mailto:ljonas@southeasterntech.edu">Lanie Jonas (ljonas@southeasterntech.edu)</a></p>

## ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

## GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College's website.

## ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

## TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

*The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

## GRADING POLICY

Assessment/Assignment	Percentage
Midterm Test	25%
Final Test (Proctored)	20%
Chapter Quizzes	20%
Homework Assignments	25%
Discussion Topics	10%

## GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

**CRJU 1021 – Private Security Online**  
**Fall Semester 2021 (202212) Lesson Plan**

Week/ Date	Chapter	Content/Assignments/Test/Due Dates	Competen cy Area
Week 1 August 16-22	Chapter 1	<p>To Do:</p> <ul style="list-style-type: none"> <li>• Read the course syllabus</li> <li>• Read contents in the “Getting Started” link (Academic Integrity, Attendance Procedure, Online Orientation, Procedure Concerning Academic Dishonesty)</li> <li>• Set up your Cengage Unlimited account, select the required electronic textbook. It will be accessed directly through Cengage Unlimited</li> <li>• Read Chapter 1 – The Evolution of Private Security</li> </ul> <p>Complete the three things below by Wednesday August 18, 11:59 p.m. to ensure enrollment in the course:</p> <ul style="list-style-type: none"> <li>• Pledge Acknowledgement Quiz (located in the “Getting Started” link)</li> <li>• Student Introduction (located in the “Getting Started” link)</li> <li>• Online Orientation Quiz (located in the “Blackboard Orientation” link)</li> <li>• View the COVID 19 Presentation and complete the COVID 19 Presentation Acknowledgment (located in the COVID 19 link)</li> </ul> <p>Assignments: Due no later than Monday August 23, 11:59 p.m.</p> <ul style="list-style-type: none"> <li>• Set up your Cengage Unlimited account, select the required electronic textbook. It will be accessed directly through Cengage Unlimited</li> <li>• Complete &amp; post Chapter 1 Homework</li> <li>• Take Chapter 1 Quiz</li> <li>• Post response to Discussion Topic #1 &amp; reply to one other students’ post</li> </ul>	1 a, c
Week 2 August 23-29	Chapter 2	<p>To Do:</p> <ul style="list-style-type: none"> <li>• Read Chapter 2 – The Private Security Professional</li> </ul> <p>Assignments: Due no later than Monday August 30, 11:59 p.m.</p> <ul style="list-style-type: none"> <li>• Complete &amp; post Chapter 2 Homework</li> <li>• Take Chapter 2 Quiz</li> </ul>	1 a, c

Week/ Date	Chapter	Content/Assignments/Test/Due Dates	Competen cy Area
Week 3 August 30 - September 5	Chapter 3	<p>To Do:</p> <ul style="list-style-type: none"> <li>• Read Chapter 3 – The Public/Private Interface</li> </ul> <p>Assignments: Due no later than Monday September 6, 11:59 p.m.</p> <ul style="list-style-type: none"> <li>• Complete &amp; post Chapter 3 Homework</li> <li>• Take Chapter 3 Quiz</li> <li>• Post response to Discussion Topic #2 &amp; reply to one other students' post</li> </ul>	1 a, b, c
Week 4 September 6-12	Chapter 4	<p>To Do:</p> <ul style="list-style-type: none"> <li>• Read Chapter 4 – Legal and Ethical Considerations</li> </ul> <p>Assignments: Due no later than Monday September 13, 11:59 p.m.</p> <ul style="list-style-type: none"> <li>• Complete &amp; post Chapter 4 homework</li> <li>• Take Chapter 4 Quiz</li> </ul>	1 a, b, c
Week 5 September 13-19	Chapter 5	<p>To Do:</p> <ul style="list-style-type: none"> <li>• Read Chapter 5 – Risk Management: The Foundation of Private Security</li> </ul> <p>Assignments: Due no later than Monday, September 20, 11:59 p.m.</p> <ul style="list-style-type: none"> <li>• Complete &amp; post Chapter 5 homework</li> <li>• Take Chapter 5 Quiz</li> <li>• Post response to Discussion Topic #3 &amp; reply to one other students' post</li> </ul>	2 a, c
Week 6 September 20-26	Chapters 6 & 7	<p>To Do:</p> <ul style="list-style-type: none"> <li>• Read Chapter 6 – Enhancing Security through Physical Controls</li> <li>• Read Chapter 7 – Enhancing Security through Procedural Controls</li> </ul> <p>Assignments: Due no later than Monday September 27, 11:59 p.m.</p> <ul style="list-style-type: none"> <li>• Complete &amp; post Chapters 6 &amp; 7 homework</li> <li>• Take Chapter 6 &amp; 7 Quiz</li> </ul>	2 a, c

Week/ Date	Chapter	Content/Assignments/Test/Due Dates	Competen cy Area
Week 7 September 27- October 3	Chapter 8	<p>To Do:</p> <ul style="list-style-type: none"> <li>• Read Chapter 8 – Preventing Losses from Accidents, Emergencies and Natural Disasters</li> </ul> <p>Assignments: Due no later than Monday October 4, 11:59 p.m.</p> <ul style="list-style-type: none"> <li>• Post response to Discussion Topic #4 &amp; respond to one other students' post</li> <li>• Complete &amp; post Chapter 8 homework</li> <li>• Take Chapter 8 Quiz</li> </ul>	2 a, c
Week 8 October 4-10	Midterm Test	<p>To Do:</p> <ul style="list-style-type: none"> <li>• Study for and take Midterm Test -(Chapters 1, 2, 3, 4, 5, 6, 7, 8)</li> </ul> <p>Assignment: Due no later than Monday October 11, 11:59 p.m.</p> <ul style="list-style-type: none"> <li>• Take MIDTERM TEST (over Chapters 1, 2, 3, 4, 5, 6, 7, 8). (Midterm Test will be available to take from Tuesday October 5 through Monday October 11, 11:59 p.m.)</li> </ul>	1, 2 a, c
Week 9 October 11-17	Chapter 9	<p>To Do:</p> <ul style="list-style-type: none"> <li>• Read Chapter 9 – Preventing Losses from Criminal Actions</li> </ul> <p>Assignments: Due no later than Monday October 18, 11:59 p.m.</p> <ul style="list-style-type: none"> <li>• Complete &amp; post Chapter 9 homework</li> <li>• Take Chapter 9 Quiz</li> </ul>	2 a, c
Week 10 October 18-24	Chapter 10	<p>To Do:</p> <ul style="list-style-type: none"> <li>• Read Chapter 10 – When Prevention Fails: Investigating, Reporting and Testifying</li> </ul> <p>Assignments: Due no later than Monday October 25, 11:59 p.m.</p> <ul style="list-style-type: none"> <li>• Complete &amp; post Chapter 10 Homework</li> <li>• Post response to Discussion Topic #5 &amp; respond to one other students' post</li> <li>• Take Chapter 10 Quiz</li> </ul>	2 a, c

Week/ Date	Chapter	Content/Assignments/Test/Due Dates	Competen cy Area
Week 11 October 25-31	Chapters 11 & 12	<p>To Do:</p> <ul style="list-style-type: none"> <li>• Read Chapter 11 – Information Technology</li> <li>• Read Chapter 12 – Drugs and Violence in the Workplace</li> </ul> <p>Assignments: Due no later than Monday November 1, 11:59 p.m.</p> <ul style="list-style-type: none"> <li>• Complete &amp; post Chapters 11 &amp; 12 homework</li> <li>• Take Chapters 11 &amp; 12 Quiz</li> </ul>	3 a, c
Week 12 November 1-7	Chapter 13	<p>To Do:</p> <ul style="list-style-type: none"> <li>• Read Chapter 13 – Terrorism and Homeland Security Responsibilities</li> </ul> <p>Assignments: Due no later than Monday November 8, 11:59 p.m.</p> <ul style="list-style-type: none"> <li>• Complete &amp; post Chapter 13 homework</li> <li>• Take Chapter 13 Quiz</li> </ul>	3 a, c
Week 13 November 8-14	Chapter 14	<p>To Do:</p> <ul style="list-style-type: none"> <li>• Read Chapter 14 – Securing the Infrastructure</li> </ul> <p>Assignments: Due no later than Monday November 15, 11:59 p.m.</p> <ul style="list-style-type: none"> <li>• Complete &amp; Post Chapter 14 Homework</li> <li>• Take Chapter 14 Quiz</li> </ul>	4 a, c
Week 14 November 15-21	Chapters 15 & 16	<p>To Do:</p> <ul style="list-style-type: none"> <li>• Read Chapter 15 - Institutional Security</li> <li>• Read Chapter 16 – Commercial Security</li> </ul> <p>Assignments: Due no later than Monday November 22, 11:59 p.m.</p> <ul style="list-style-type: none"> <li>• Complete &amp; Post Chapters 15 &amp; 16 Homework</li> <li>• Take Chapters 15 &amp; 16 Quiz</li> </ul>	4 a, c
Week 15 November 22-28		<p>To Do:</p> <ul style="list-style-type: none"> <li>• Study for proctored final exam</li> <li>• Thanksgiving holiday November 24-26; school closed</li> </ul> <p>No assignments due this week.</p>	

Week/ Date	Chapter	Content/Assignments/Test/Due Dates	Competen cy Area
Week 16 November 29 December 5	Proctored Final Test	<p>To Do:</p> <ul style="list-style-type: none"> <li>• Study for and take the Proctored Final Test</li> </ul> <p>Proctored Final Test Information:</p> <ul style="list-style-type: none"> <li>• Take the Proctored Final Test (over Chapters 9, 10, 11, 12, 13, 14, 15, &amp; 16) on either of the two test dates below. Students must come to STC campus to take the test in person. Make sure to bring picture identification. Email the instructor to inform which day/location and time you will come to take the proctored final test.</li> <li>• Vidalia campus: Tuesday November 30, anytime between 8:30a.m. - 1:00p.m., Gillis Building B, classroom 830.</li> <li>• Swainsboro campus: Wednesday December 1, anytime between 8:30a.m. – 1:00p.m., Building 2, classroom 2159.</li> </ul>	3, 4 a, c

**COMPETENCY AREAS:**

1. Private Security: An Overview
2. Basic Security Goals and Responsibilities
3. When Prevention Fails
4. Security Systems at Work: Putting it All Together

**SECURITY SYSTEMS AT WORK: PUTTING IT ALL TOGETHER GENERAL CORE EDUCATIONAL COMPETENCIES**

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.