

**I. COURSE INFORMATION**

- A. Criminal Justice 220 Agency Administration
- B. 3 credit hours
- C. Allen, Jennifer; Rajeev Sawhney. *Administration and Management in Criminal Justice*. 3<sup>rd</sup> ed. Sage Publications, 2018
- D. Prerequisites: None

**II. COURSE DESCRIPTION**

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

**III. LEARNING OUTCOMES**

- A. Communicate clearly and effectively both verbally and through written documentation with diverse populations
- B. Demonstrate ethics, integrity, teamwork and professionalism
- C. Compare and contrast the components of the Criminal Justice system
- D. Differentiate organizational management and operational characteristics of criminal justice agencies
- E. Explain the budgeting process within the criminal justice system
- F. Outline the organizational make up of the criminal justice system
- G. Explain leadership and management techniques
- H. Determine appropriate communication as a management tool
- I. Compare and contrast various theories and practices of motivation
- J. Determine the need for diversity and multicultural training
- K. Evaluate the impact of employee relations on the criminal justice system
- L. Explain the rights and legal responsibilities of criminal justice employees
- M. Summarize the formal and informal evaluation process of criminal justice employees
- N. Utilize stress management techniques
- O. Summarize elements that create an ethical environment

**IV. MAJOR CONTENT AREAS**

- A. Introduction to justice administration
- B. The police
- C. The courts
- D. Corrections
- E. Administrative challenges and practices

**V. ASSIGNMENTS (may include but are not limited to)**

- A. Reading assignments
- B. Writing assignments
- C. Discussions
- D. Quizzes and exams

**VI. EVALUATION METHODS (may include but are not limited to)**

- A. Attendance and participation
- B. Assignments
- C. Quizzes and exams