



COURSE SYLLABUS

PO Box 1189
1042 W. Hamlet Avenue
Hamlet, NC 28345
(910) 410-1700
www.richmondcc.edu

COURSE: CJC 215 ORGANIZATION & ADMINISTRATION

HOURS: Lecture: 3 Lab/Shop: 0 Work Exp/Clinical: 0 Credits: 3

COURSE DESCRIPTION:

This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.

PREREQUISITE(S): None

COREQUISITE(S): None

TEXTBOOK(S) & OTHER SPECIAL REQUIREMENTS:

Open Educational Resources (OER) are listed in the course Moodle.

STUDENT LEARNING OUTCOMES:

Upon successful completion of this course, the student will be able to:

1. Differentiate among Theory X and Theory Y organizations.
2. Distinguish between leadership and management.
3. Identify and discuss the various factors involved in planning.
4. Explain the purposes and policies that procedures serve in an organization.
5. Discuss organization stressors.
6. Describe why managers must ensure that proper training is in place within the organization.
7. Describe standard recruitment practices.
8. Discuss what constitutes ethics.

*****Please refer to the online version of the Richmond Community College Program & Course Catalog and the Student Handbook for current academic and general information.**