

**Western Dakota Technical Institute  
800 Mickelson Drive  
Rapid City, SD 57703-4018**

**Master Syllabus**

**Course Number:** CJUS 230  
**Course Name:** Agency Organization and Management  
**Credits:** 3  
**Contact Hours:** 3 Lecture

**Course Description:** This course explores administrative practices of a multitude of law enforcement agencies. It will study types of agencies and command and control structure. Organizational theory and management will also be covered to include personnel management, policy and procedure, and operational methodologies.

**Prerequisites:** None

**Textbooks:** <http://bookstore.wdt.edu/>

**Materials:** Laptop computer, Internet access, and Microsoft Office

**Student Learning Outcomes:**

- Analyze criminal justice management issues and professional responsibility
- Apply management techniques to authentic situations using communication skills
- Analyze the professional role of a criminal justice manager
- Evaluate criminal justice management case studies
- Appraise viewpoints from different organizations within the criminal justice system

**Assessment:** The core abilities of analytical skills, communication skills, technology skills, teamwork techniques, employability, and social values will be assessed throughout this course.

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