

**COURXAM 521:**

# Introduction to Criminal Justice Administration

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# Content Outline & Learning Objectives

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A CourXam has no syllabus because the amount of time spent and the order of content areas are entirely up to the learner. Credit earned is based only upon the results of the college credit exam, which will measure the student's mastery of the material.

Each CourXam has six general content areas (noted as COs) and each of these general content areas are broken down into three modules (noted as MOs) as outlined on the next page.

The relative weight of each general content area is included on the outline and the reference materials to be used for each module are also identified. All instructional materials are included within the digital instruction in a CourXam. No additional textbooks, articles, or other materials are required to learn the material.

**Introduction to Criminal Justice Administration** measures knowledge and understanding of material typically taught in a one-semester, three-credit, lower-level undergraduate introductory course in criminal justice administration and management. It covers the concepts, principles, and processes related to criminal justice administration, organization, and supervision, and addresses job design, leadership, management, and effectiveness in the context of criminal justice organizations, as well as legal and ethical concerns relevant for those working in or interacting with criminal justice organizations.

# Overview

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## I: Organizations, Structures, and Environments of Criminal Justice Administration (12%)

**CO 1:** Explain what comprises criminal justice administration and the environmental conditions that impact it.

**MO1:** Describe the structure and function of criminal justice organization.

**MO2:** Explain how environmental conditions impact criminal justice administration.

**MO3:** Describe the relationship of policy and procedure in criminal justice administration.

**MO4:** Differentiate between leadership and management within the context of criminal justice.

## II. Job Design and Leadership in Criminal Justice Administration (24%)

**CO 2:** Discuss the theories and application of job design and leadership within criminal justice administration.

**MO1:** Describe the role of job design in criminal justice administration.

**MO2:** Explain the value of leadership within a criminal justice organization.

**MO3:** Compare theories of leadership in criminal justice administration.

**MO4:** Discuss the role of motivation in criminal justice administration.

## III: Theoretical and Practical Applications of Human Services in Criminal Justice Administration (20%)

**CO 3:** Apply personnel management principles within criminal justice administration.

**MO1:** Discuss personnel management models in criminal justice administration.

**MO2:** Summarize personnel challenges of criminal justice administration.

**MO3:** Explain the value of performance evaluation and supervision in a criminal justice organization.

## IV: Group Behavior in Criminal Justice Administration (20%)

**CO 4:** Explain the role of group behavior and its impact within criminal justice administration.

**MO1:** Discuss how socialization functions within criminal justice organizations.

**MO2:** Describe the role of power relations and politics within criminal justice organizations.

**MO3:** Explain conflict management strategies

## V: Creating an Effective Criminal Justice Organization (12%)

**CO 5:** Differentiate among the models for assessing the effectiveness of criminal justice administration.

**MO1:** Discuss methods of assessment of criminal justice organizations.

**MO2:** Explain the various decision-making processes employed within criminal justice organizations.

**MO3:** Describe the use of research in criminal justice administration.

## VI: Contemporary Issues in Criminal Justice (10%)

**CO 6:** Explain strategies for change within criminal justice organizations.

**MO1:** Discuss common strategies used in organizational change.

**MO2:** Discuss the factors that precipitate change in criminal justice organizations.

# General Information

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## What is a CourXam?

A CourXam is a combination of a self-paced, digital college course and a college credit exam. Excelsior College has been providing credit-by-exam opportunities to learners interested in affordable, flexible pathways to degrees since its inception as Regents College back in 1971. What's new with CourXams is that instead of leaving the learner to purchase the textbook and study on their own, Excelsior College has partnered with Cengage, an education and technology company, which developed the digital instructional materials to teach and guide the self-directed learner through the learning materials in order to help them learn and master what they need to know to pass the college credit examination and earn 3 credits toward a degree at Excelsior College.

Each CourXam was developed based on a market-leading Cengage textbook used by hundreds of U.S. colleges for teaching the subject area. These textbooks were then developed into rich digital instructional materials by instructional design experts from Cengage Learning, to meet the learning objectives identified by teaching experts from Excelsior College as well as from other regionally accredited institutions. The proof of progress toward, and ultimate achievement of, those learning objectives is measured by assessments expertly designed by the Center for Educational Measurement at Excelsior College in concert with dozens of subject matter experts from colleges around the country.

## Uses for Excelsior College Degrees and for College Credit

Excelsior College will grant three (3) semester hours of lower-level undergraduate credit to students who receive a grade of C or better on the college credit exam.

Introduction to Criminal Justice Administration is one of a series of five CourXams that help fulfill the core requirements of the Excelsior College Associate of Science in Criminal Justice.

Other colleges and universities may also recognize this exam as a basis for granting credit or advanced standing. Individual institutions set their own policies for the amount of credit awarded and the minimum acceptable score. If you seek to transfer credit to another institution, confirm credit acceptance at that institution prior to purchase.

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### REFERENCE MATERIALS

Stojkovic, S., Kalinich, D., & Klofas J. (2015). Criminal justice organizations: Administration and management. Boston: Cengage Learning. (ISBN: 978-1-285-45901-1)

White, Jonathan, R. (2017). Terrorism and Homeland Security. Boston: Cengage Learning, p. 361-367. (ISBN: 978-1-305-886694-0)

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