

AJ 107 MANAGEMENT (course number 00199)  
MH 526, T/TH, 1030-1145 hrs.  
Instructor: P.C. Unsinger

FALL 2000

**Course Description:** This course looks at various aspects of management used in criminal justice agencies and the private security world, here and abroad. Topics looked at are Management by Objectives (MBO), Planning, PERT, controlling or benchmarking, trade unionism, budgeting, auditing (creativity), coaching, assessment, empowerment, leadership, to name but a few. A general atmosphere of the work situation and the application of managerial principles will be given. Some specific skills will be provided, like writing objectives and doing PERT charting.

**Office and Hours:** the instructor is available for consultation on T/Th from 0700-0730 and 1145-1345 hours. The office is MH 521. Phone is 408 924 1350; fax is 408 924 2953; and email is [Unsinger@email.sjsu.edu](mailto:Unsinger@email.sjsu.edu). The phone, facsimile and email is monitored at about 1200 hrs T/Th and, thus, doesn't lend itself to the receipt of messages of an emergency nature.

**Textbook(s):** There is none assigned. There are, however, many excellent books in print that can be obtained through the bookstore (see the school of business section) or through internet providers such as Edward Hamilton, Barnes & Noble, Amazon or others. Avoid the management books written specifically for criminal justice as they are rarely grounded in any reality, rarely address any agency other than police and are usually scissor and paste collections from other works. Stay with management as practiced in real world.

**Grades and Grading:** There will be four examinations in this course. All exams require the use of an eight-and-a-half by eleven (8.5x11) bluebook. These bluebooks can be obtained at the bookstore and other providers. Each exam is 100 points. Scores given are added up and then divided by four to obtain the average. Grades are then assigned on the average according to the following:

A+ = 100-99, A = 98-92, A- = 91-90  
B+ = 89-88, B = 87-82, B- = 81-80  
C+ = 79-78, C = 77-72, C- = 71-70  
D+ = 69-68, D = 67-62, D- = 61-60  
F = 59 and below

Neatness, grammar and spelling all have some role to play as well as content. Instructor often looks for something more than simple relating facts as given in class lecture.

Dates for exams and make-up day are listed on the schedule.

**Safety Procedures:** a review of university safety procedures will be made the first class. Students should familiarize themselves with these procedures.

Schedule:

29 Aug (t) Course Introduction; safety procedures explained; Description of managerial functions

31 Aug (th) Managerial Theory (history)

5 Sep (t) Introduction to the Behavioral Aspects of Management

7 Sep (th) video "Tom Peters on Management"

12 Sep (t) Management by Objectives (MBO)

14 Sep (th) Planning Principles

19 Sep (t) Planning Matrix Exercise

21 Sep (th) first examination

26 Sep (t) Program Evaluation and Review Technique (PERT)

28 Sep (th) Program Evaluation and Review Technique (PERT)

3 Oct (t) Controlling (Traditional)

5 Oct (th) Benchmarking

10 Oct (t) Creativity Audit

12 Oct (th) Motivational Theories; video "Motivating Employees" (AMA)

17 Oct (t) Motivational Theories; video "Badges of Shame" and "B.F. Skinner's Positive Reinforcement Theory"

19 Oct (th) Personal Assessment – the FIRO B/F Instrument

24 Oct (t) Personal Assessment – the FIRO B/F Instrument

26 Oct (th) 2<sup>nd</sup> examination

31 Oct (t) Assessment Process; empowerment

2 Nov (th) Field Training (OJT)

7 Nov (t) Managerial Styles; video "Styles of Management." (instructor will be in Bangkok)

9 Nov (th) Theory X and Y; video "Managing Values" (instructor will be in Bangkok)

14 Nov (t) Trade Unionism and Criminal Justice

16 Nov (th) Budgeting

21 Nov (t) 3<sup>rd</sup> examination

23 Nov (th) Thanksgiving Holiday

28 Nov (t) Leadership Theory

30 Nov (th) Leadership Theory

5 Dec (t) movie "Twelve O'Clock High"  
7 Dec (th) movie "Twelve O'Clock High"

12 Dec (t) make-up day for examination(s); rm MH 520 at 1000 hrs

19 Dec (t) final examination, 0945 hrs.