

PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE  
MASTER SYLLABUS

**Physical and Personnel Security**

**SEAT 1700**

**Class Hours: 3.0**

**Credit Hours: 3.0**

**Laboratory Hours: 0.0**

**Revised: FALL 05**

NOTE: This course is not designed for transfer credit.

**Catalog Course Description:**

This course examines principles of both physical and personnel security. Risk management and vulnerability assessment are included along with aspects of facility and environmental architecture, physical security methods, loss prevention strategies, guard forces and government public safety infrastructure. Students demonstrate integration of security components for specific threats.

**Entry Level Standards:**

The student is expected to be able to read on the college level, to write using correct spelling and grammatical structure and to utilize basic research techniques.

**Prerequisites:**

SEAT 1000- Intro to Security Engineering and Administration Technology

**Textbook(s) and Other Course Materials:**

Textbooks:

Fennelly, Lawrence J., *Effective Physical Security*, 3<sup>rd</sup> ed., Elsevier Publishing  
ISBN: **0-7506-7767-8**

The instructor will also provide suitable handouts for presentation of additional course material.

Other Required Materials:

Selected readings from the library and the Internet

**I. Week/Unit/Topic Basis:**

<b>Week</b>	<b>Topic</b>
1	Proprietary Security. Organizational considerations (Handouts)
2	Security Education, Training, and Certification (Handouts)
3	Principles of Security: Risk Analysis, Barriers, Layered Defense (Text: ch 1 & 2)
4	Designing Defenses: Interior and Exterior Concerns (Text: Ch 3)
5-6	Security Surveys (Text: Ch 4)
7	CPTED (Text; Ch 5)
8	Physical Security: Barriers (Text: Ch 6-7)
9	Physical Security: Keys, locks, Key Control (Text: Ch 8)
10	Physical Security: Containers and Lighting (Text: Ch 9-10)
11-12	Alarms and Devices: (Text: Ch 1-14)
13-14	Dealing with specific threats: Cyber Crime, Industrial Espionage, Burglary & robbery, Kidnapping/Hostage situations. Personal defense and active countermeasures (Handouts and demonstrations)
15	Final Examination

**II. Course Objectives\*:**

- A. Explain and discuss importance of situational awareness. I, III, IV
- B. Demonstrate basic security principles and protocols. I, II, III, III, IV
- C. Explain principles of self-protection. I, II, III, IV, IV
- D. Demonstrate self- protection counter-measures
- E. Apply security principles to situations from inventory control to terrorism. I, II, III, IV
- F. Address the importance of preparation and planning in security operations. I, II, III
- G. Explain how technology can be effectively used by the security manager. I, II, III, IV

\*Roman numerals after course objectives reference goals of the Security Engineering and Administration Technology (SEAT) program.

### III. Instructional Processes\*:

Students will:

1. Analyze and evaluate oral and/or written expression by listening critically for elements that reflect an awareness of the situation, audience, purpose, and diverse points of view. *Communication Outcome, Transitional Strategy, Active Learning Strategy*
2. Manage and coordinate basic information gathered from multiple sources for the purpose of problem solving and decision-making. *Communication Outcome, Transitional Strategy, Active Learning Strategy*
3. Frame a comparative context through which they can critically assess the ideas, forces, and values that enhance physical security. *Humanities Outcome, Technological Literacy Outcome, Transitional Strategy, Active Learning Strategy*
4. Examine legal and ethical issues related to physical security and personnel protection. *Communication Outcome, Humanities Outcome, History Outcome, Transitional Strategy, Active Learning Strategy*
5. Participate in extensive discussion exercises. *Communication Outcome, Humanities Outcome, Social/Behavioral Outcome, Transitional Strategy, Active Learning Strategy*
6. View video tapes of various positions regarding personal defense, criminal behavior, counterterrorism strategies, etc. to acquaint students with the objective analytical tools which are vital in any deliberative process. *Social/Behavioral Outcome, Communication Outcome, History Outcome, Transitional Strategy, Active Learning Strategy*
7. Identify information resources, facilities, and personnel appropriate to their needs. Evaluate available technological security solutions according to its relevance, and use in the overall security plan. *Technological Literacy Outcome, Transitional Strategy, Active Learning Strategy*
8. Participate in making security keys and combination locks, changing tumbler configurations, planning a key control strategy, and maintaining key and lock accountability. *Technological Literacy Outcome, Transitional Strategy, Active Learning Strategy*

\*Strategies and outcomes listed after instructional processes reference Pellissippi State's goals for strengthening general education knowledge and skills, connecting coursework to experiences beyond the classroom, and encouraging students to take active and responsible roles in the educational process.

### IV. Expectations for Student Performance\*:

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

1. Articulate principles that form the basis for a sound Security Strategy. A, B, C, D, E
2. Apply fundamental security and defense concepts and principles to "real-world" scenarios. A, B, C, D, E, F, G,
3. Apply the elements of risk and risk-reduction measures to develop a personal security plan. A, B, C, D, E, F
4. Explain the obligations and opportunities of private industry to respond to different security threats. A, B, C, D, E, F
5. Identify and use Web-based sources of information. A, B, C, D, E, F, G, H
6. Participate in teams to analyze various legal, social and ethical concerns that face both government and private sector with respect to physical and personnel security. A, B, C, D, E, F, G, H
7. Demonstrate knowledge of technical devices used to validate identity. A, B, C, D, E, F, G, H
8. Identify the different types of technology that are currently available to individuals and managers to prevent, detect, respond, and mitigate emergency situations. A, B, C, D, E, F, G, H
9. Demonstrate knowledge of key control measures. A, B, C, D, E, F, G, H
10. Develop a systematic process of planning key/lock installation and maintenance. A, B, C, D, E, F, G, H

\*Letters after performance expectations reference the course objectives listed above.

## **V. Evaluation:**

### **A. Testing Procedures:**

A full explanation of student evaluation will be presented by the Instructor's Supplementary Syllabus the first week of class.

### **B. Classroom Expectations:**

Students must attend at least 80% of all scheduled classes. Lecture, demonstration, and classroom participation are the primary methods of disseminating information.

### **C. Computer/Internet:**

Quizzes and tests will be given Online via WebCT, or Blackboard. Students must be able to access the Internet to take these examinations. Students may be required to post comments on the SEAT Web Discussion Board. Specific guidance will be given by instructor.

### **D. Other Evaluation Methods:**

Class participation, group work, and homework will also comprise the final grade for the course.

All tests and papers will be graded for spelling and English usage in addition to content and format.

Late papers will not be accepted nor will make-up tests be given without specific approval of the instructor.

Any student encountering academic difficulty during the term is strongly encouraged to meet with the instructor to discuss options and solutions.

### **E. Grading Scale:**

A	90-100
B	80- 89
C	70- 79
D	60- 69
F	59 and below

## **VI. Policies:**

### **A. Academic Dishonesty:**

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular Pellissippi State procedures as a result of academic misconduct, the instructor has the authority to assign an F or a zero for the exercise or examination or to assign an F in the course. (*Pellissippi State, 2004-2006 Catalog, pages 62-63*)

### **B. Accommodations for disabilities:**

If you need accommodation because of a disability, if you have emergency medical information to share, or if you need special arrangements in case the building must be evacuated, please inform the instructor immediately. Privately after class or in the instructor's office.

To request accommodations students must register with Services for Students with Disabilities: Goins 127 or 131, Phone: (865) 539-7153 or (865) 694-6751 Voice/TDD.

### **C. Other Policies:**

#### Computer Usage Guidelines:

College-owned or -operated computing resources are provided for use by students of Pellissippi State. All students are responsible for the usage of Pellissippi State's computing resources in an effective, efficient, ethical and lawful manner. (*Pellissippi State, 2004-2006 Catalog, pages 67-70*)