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Model Curriculum for Loss Prevention

Two Year Program Proposal

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Program Description: Retail Loss Prevention is a rapidly growing field that demands educated professionals schooled in a number of disciplines as it evolves into a multi-dimensioned business preservation model. The Loss Prevention major provides students with courses which lead to an Associates of Science Degree and provides a foundation for the Bachelor's in Science Degree in Loss Prevention as well as employment in the Loss Prevention Field.

This Program will emphasize both the academic and the practical as it prepares students for the challenges in protecting the assets of retail organizations from the threats, both inside and outside of the organization. Students will develop the academic skills necessary to think critically about all aspects of Loss Prevention as well as the practical skills required to function in the Loss Prevention environment.

Program Courses:

The Associate's in Loss Prevention is an Interdisciplinary Program consisting of courses in Criminal Justice Sciences, Business, and Computer Science.

This is based on a standard two year 60 credit curriculum. Note that different institutions will have different models and required credit hours for their General Education/Liberal Arts requirements. All classes are assumed to be three credit courses.

This model assumes a 24 Credit Program with fifteen required credits (5 classes) and nine elective credits (3 classes). The remaining 36 credits would be made up of an institution's General Education and Liberal Arts requirements, other school requirements, and free electives. Course numbers below are suggestions, schools may use numbers as per their institutional policy. Additionally, an LP prefix may be used and cross listed with the corresponding discipline.

Required Courses – 15 Credits

CJxxx   Introduction to Criminal Justice

CJ/LPxxx   Practicum

CJ/BUSxxx   Principles/Introduction to Loss Prevention

BUSxxx   Introduction to Business

CSCxxx   Computer Applications

Electives – 9 Credits

CJxxx Crime Prevention   BUSxxx Accounting I or II

CJxxx White Collar Crime   BUSxxx Financial Management I or II

CJ/SSxxx Investigation   BUSxxx Business Law

CJxxx Fraud Investigation   BUSxxx Human Resources Management

CJxxx Physical Security   BUSxxx Organizational Behavior

CJ/BUSxxx Workplace Safety (OSHA)   MATHxxx Statistics

HMSVxxx Interviewing Skills (Human Services)   LPxxx Internship

CSCxxx Introduction to Information Systems

CSCxxx Cybersecurity

Course Descriptions

CJxxx Intro to Criminal Justice: This course introduces students to the agencies, processes and theories involved in the administration of criminal justice. The learning objectives include - but are not limited to - examining the major components of the criminal justice system, including the

police, courts and corrections and understanding contemporary criminal justice issues and challenges.

CJxxx Criminal Investigation: This course presents investigative theory, crime scene procedures, interviews and interrogations, and the collections and preservation of physical evidence. Learning objectives include – but are not limited to – understanding techniques for collecting evidence, practicing interviewing skills, and identifying appropriate investigative techniques for specific crimes.

CJ or BUS Principles/Introduction to Loss Prevention: This course serves is an introduction to the loss prevention field and focuses on retail loss prevention. Students will learn about the fundamentals of the field including asset protection, risk management, law of loss prevention, methods of and prevention of theft, both internal and external, and the development of asset protection programs.

CSCxxx Introduction to Computer Applications: Introduction to Computer Applications is a course designed to familiarize students with computers and their applications. It also emphasizes the use of computers and technology throughout high school, college, and future careers. Students will learn fundamental concepts of computer hardware and software and become familiar with a variety of computer applications, including word-processing, spreadsheets, databases, and multimedia presentations. Students will investigate Internet-based applications, work with email and learn how to browse the web. Coursework includes activities that explore social and ethical issues related to computers.

BUSxxx **Introduction to Business:** This course will expose you to business terminology, concepts, and current business issues. The intent is to develop a viable business vocabulary, foster critical and analytical thinking, and refine your business decision-making skills. These skills will be acquired by the reading materials, exercises, and research assignments in this course that simulate the workplace today

CJxxx Crime Prevention: Students will learn about topics to include reasons not to solely rely on the criminal justice system to prevent crime, crime data analysis techniques, crime problem-solving models, models of crime prevention, ingredients of successful private / public partnerships in order to prevent crime and simple methods of implementing and evaluating crime prevention initiatives. Upon completion of this crime prevention course, participants will have a working knowledge of key crime prevention concepts and be familiar with strategies to effectively prevent crime. The practical nature of the training means that the skills and knowledge gained through this training will be directly transferable to the workplace.

CJxxx White Collar/Organized Crime: Introduction to White-Collar Crime provides students with an understanding of what white-collar crime is, how it works, and the extent to which it exists in our society. The wide range of topics analyzes the opportunity structures for committing white-collar crime and explores new ways of thinking about how to control it. Topics include theories behind white-collar crime, including social and psychological theories, routine activity, crime pattern, and situational crime prevention theories, laws that govern the securities industries, including the Securities Exchange Act and Sarbanes–Oxley, bank fraud, money laundering, racketeering, organized crime, crimes involving public officials, obstruction of justice, control and prevention of white-collar crimes and sanctions for white-collar criminals. Students should be able to demonstrate examples of what white collar crime is have understanding of measures put in place to identify actions.

CJxxx Cybercrime/Cybersecurity: Students will learn to protect an organization's critical information and assets by ethically integrating cyber security best practices and risk management through enterprise. Students will also learn processes to integrate continuous monitoring and real-time security solutions with information collection, collaboration, and analysis capabilities, improve cyber security situational awareness and deployment of countermeasures in industry and government, evaluate and assess the use of technology to support cyber security goals and objectives, participate in forensic analysis of cyber incidents and learn how to assist in recovery of operations, and formulate, update, and communicate short- and long-term organizational cyber security strategies and policies.

CJxxx   Fraud Investigation: In this course, learners study the principles and methodology of fraud detection and deterrence. The course includes such topics as skimming, cash larceny, check tampering, register disbursement schemes, billing schemes, payroll and expense reimbursement schemes, non-cash misappropriations, corruption, accounting principles and fraud, fraudulent financial statements and interviewing witnesses.

CJxxx   Physical Security/Security Surveys: In this course, learners understand how to manage the security of our information by identifying critical data security requirements and incorporating them into our processes and operations. Learners will study the standards and practices that are needed to meet a company's unique security needs. Students will understand how to protect data from theft, unintended disclosure, deletion, manipulation and other unauthorized use.. Learners will study security processes that are incorporated into our overall business processes while remaining focused on productivity and necessary access to needed data.

BUSxxx Accounting I: A study of the fundamental concepts and methodology of accounting. Students will learn the procedures of accounting for assets, liabilities, equity, revenues and expenses. Analysis and preparation of financial statements will also be stressed as well as an emphasis on problem solving using a computerized general ledger system and/or Excel.

BUSxxx Financial Management: This course introduces students to the forms and sources of financing business firms, large and small, corporate and noncorporate with an emphasis on financial planning and financial problem solving. Learning objectives include the goals and

functions of financial management, financial analysis and planning, and working capital management.

BUSxxx Accounting II: In this course, learners will promote efficient, accurate and timely execution of finance and accounting functions; utilizing the available information, tools and analysis that will contribute to the overall success of the organization. This course provides insight into the accounting function in modern business organizations. Learners define accounting terminology and explore its application to accounting principles. Learners also apply accounting cycle strategies to business financial events and prepare financial statements from accounting system data.

BUSxxx Financial Management II: In this course, learners gain and apply finance basics including the time value of money concepts, stock and bond valuation techniques, and capital budgeting processes. Learners also demonstrate ways the relationship of domestic and global financial environments affect financial markets.

BUSxxx Business Law: In this course, learners explore and articulate the influences on businesses of statutory, contract, and legal entity law. Learners evaluate the historical underpinnings and origins of the court system's ability to adjudicate commercial disputes. Learners also develop and demonstrate their legal vocabulary, an understanding of core legal concepts, and basic legal research skills.

BUSxxx Human Resources Management: This course is a survey of the human resources management (HRM) field and its function and role in the organization. Learners develop their knowledge of fundamental HRM principles and demonstrate competencies in areas such as compensation and benefits, legal requirements, and training and development.

BUSxxx Organizational Behavior: This course presents existing research, theories and models explaining how individual and group behavior and processes shape the internal dynamics of organizations. Provides the foundation to understand contemporary debates concerning alternative organizational designs and management practices. At the conclusion of the course it is expected that students will demonstrate knowledge and skills in several core areas. Specifically, students should be able to:
• Identify key theoretical aspects and practical applications of organizational behavior.
• Apply OB concepts and theories to analyze and improve work situations.
• Understand and leverage your own traits and OB competencies

CJ/BUS Workplace Safety (OSHA): This course provides an introduction to the Occupational Safety and Health Administration (OSHA) for owners and managers of small businesses. The goal of the course is to help participants gain an understanding of OSHA operations and procedures and learn how they can work with OSHA to prevent or reduce injuries and illnesses in their workplaces. Included in the course is information on the background of OSHA, standards, the inspection process, implementing a safety and health program, and assistance available to small businesses. The student will benefit by being able to:
   Describe the tools OSHA uses to reduce workplace injuries and illnesses.

Identify basic employer and employee responsibilities and rights under OSHA.
Recognize how OSHA standards are organized and developed.
Select the steps of the OSHA inspection process.
Recognize the 4 elements of a safety and health management system.
Obtain information about compliance assistance.

MATHxxx Statistics: This course will introduce students to the basic concepts, logic, and issues involved in statistical reasoning, as well as basic statistical methods used to analyze data and evaluate studies. The major topics to be covered include methods for exploratory data analysis, an introduction to sampling and experimental design, elementary probability theory and random variables, and methods for statistical inference including simple linear regression.The objectives of this course are to help students develop a critical approach to the evaluation of study designs, data and results, and to develop skills in the application of basic statistical methods in empirical research.

HMSVxxx Interviewing Skills: This course will examine the process of effective job interviewing as it relates to the candidate. By the end of this course, you should understand what to do before your job interview is scheduled, how to prepare for your job interview, what to do during the interview, and how to follow up with a prospective employer after your job interview.

LPxxx Internship: The student should be able to find a curriculum focused position (paid or unpaid) that would expose the candidate to relevant job experience and feedback. The learner should have the ability to draw lines of comparison from the intern opportunity to their coursework and emerge with action items that will help them prepare themselves for post graduation employment.

CSCxxx Introduction to Information Systems: An Information System is a man-made system that facilitates an organization's operational functions and supports management decision making by providing information that managers can use to plan and control the activities of the firm. This course enables the learner to explore the system's components, explain elements in the study of Information Systems, identify what a business process is and explain the features of quality information. The student will be able to list and explain the elements in the study of information systems, describe the system output flow and users, describe the "Business Process" model and identify the difference between data and information.

LPxxx Practicum Students enrolled in the Practicum will study for and earn the Loss Prevention Qualified Certification from the Loss Prevention Foundation under the guidance of a faculty member who will oversee the student's progress and examinations throughout the process.