AJ 215.1 Course Outline as of Fall 1981

CATALOG INFORMATION

Dept and Nbr: AJ 215.1   Title: SUPERVISORY TECHNIQ
Full Title: Supervisory Techniques
Last Reviewed: 9/12/2022

Units			Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	2.00		Lecture Scheduled	40.00	2	Lecture Scheduled	80.00
Minimum	2.00		Lab Scheduled	0	2	Lab Scheduled	0
			Contact DHR	0		Contact DHR	0
			Contact Total	40.00		Contact Total	80.00
			Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 160.00   Total Student Learning Hours: 240.00

Title 5 Category: AA Degree Applicable
Grading: P/NP Only
Repeatability: 39 - Total 2 Times
Also Listed As:
Formerly:

Catalog Description:
This course on supervisory techniques in law enforcement focuses on: leadership, motivation, communication with an emphasis placed on practical hands on approach to problem solving.

Prerequisites/Corequisites:
AJ 200.1, the basic course or equivalent.

Recommended Preparation:
Management position in law enforcement.

Limits on Enrollment:

Schedule of Classes Information:
Description: Elements of supervision to law enforcement. (P/NP Only)
Prerequisites/Corequisites: AJ 200.1, the basic course or equivalent.
Recommended: Management position in law enforcement.
Limits on Enrollment:
Transfer Credit:
Repeatability: Total 2 Times

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree: **Area**   Effective: Inactive:
CSU GE: **Transfer Area**   Effective: Inactive:

IGETC: **Transfer Area**   Effective: Inactive:

CSU Transfer: Effective: Inactive:

UC Transfer: Effective: Inactive:

CID:

Certificate/Major Applicable:
Not Certificate/Major Applicable

COURSE CONTENT

Outcomes and Objectives:
The student will:
1. Demonstrate his/her knowledge and competence with regard to being able to implement different supervisory techniques that are taught during the course of this class to solve problems.
2. Be able to motivate and increase morale.
3. Be aware of the liability and legal issues regarding proper implementation of these techniques.
4. Become more effective and more productive.
5. Increase their potential to grow in this role as a supervisor.

Topics and Scope:

1. Role of the Supervisor.
    a. expectations/duties/image
    b. ethics of the profession
    c. legal/moral issues
    d. responsibilities/liabilities
2. Supervision.
    a. psychological aspects of supervision
    b. motivation of employees
    c. employee complaints and grievances
    d. discipline and morale
    e. decision making
    f. planning and duty assignments
    g. leadership
    h. performance evaluation and rating
    i. importance of communication skills
3. Training.
    a. function of the supervisor as trainer
    b. history and development of vocational education

      c. development of Administration of Justice education and
         training in California.
      d. advisory committees
      e. community college teaching credentials
  4. Teaching Techniques.
      a. occupational analysis
      b. course outlines
      c. demonstration lesson and the four steps of learning
      d. task analysis
      e. lesson plan
      f. instructional aids
      g. test construction and test evaluation
      h. how people learn

Assignment:

Instructors will distribute timely handout material pertaining to their
individual subject matter expertise for students to read and discuss
in a classroom environment.

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills
and/or require students to select, organize and explain ideas
in writing.

Reading reports, PROBLEM SOLVING SCENARIOS	Writing 10 - 30%

Problem Solving: Assessment tools, other than exams, that
demonstrate competence in computational or non-
computational problem solving skills.

None	Problem solving 0 - 0%

Skill Demonstrations: All skill-based and physical
demonstrations used for assessment purposes including skill
performance exams.

Class performances, Performance exams	Skill Demonstrations 30 - 50%

Exams: All forms of formal testing, other than skill
performance exams.

None	Exams 0 - 0%

Other: Includes any assessment tools that do not logically
fit into the above categories.

ATTENDANCE	Other Category 5 - 10%

Representative Textbooks and Materials:

There will be selected handout materials.