Approved (Changed Course)

# AJ 348 Course Outline as of Summer 2016

# CATALOG INFORMATION

Dept and Nbr: AJ 348             Title: TRAINING MANAGER
Full Title: Training Manager
Last Reviewed: 9/12/2022

| Units | | | Course Hours per Week | | Nbr of Weeks | Course Hours Total | |
|---|---|---|---|---|---|---|---|
| Maximum | 0.50 | | Lecture Scheduled | 3.00 | 1 | Lecture Scheduled | 3.00 |
| Minimum | 0.50 | | Lab Scheduled | 21.00 | 1 | Lab Scheduled | 21.00 |
| | | | Contact DHR | 0 | | Contact DHR | 0 |
| | | | Contact Total | 24.00 | | Contact Total | 24.00 |
| | | | Non-contact DHR | 0 | | Non-contact DHR | 0 |

Total Out of Class Hours: 6.00            Total Student Learning Hours: 30.00

Title 5 Category:  AA Degree Non-Applicable
Grading:           P/NP Only
Repeatability:     21 - Legally Mandated Repetition
Also Listed As:
Formerly:

**Catalog Description:**
This course covers topics related to management functions and training. The course includes legal issues, training needs assessment, training policies and plans, records management, training resources, and information about the California Commission on Peace Officers Standards and Training (POST).

**Prerequisites/Corequisites:**


**Recommended Preparation:**


**Limits on Enrollment:**


**Schedule of Classes Information:**
Description: This course covers topics related to management functions and training. The course includes legal issues, training needs assessment, training policies and plans, records management, training resources, and information about the California Commission on Peace Officers Standards and Training (POST). (P/NP Only)
Prerequisites/Corequisites:

Recommended:
Limits on Enrollment:
Transfer Credit:
Repeatability: Legally Mandated Repetition

## 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

**Student Learning Outcomes:**
At the conclusion of this course, the student should be able to:
1.  Demonstrate and list training management skills and functions as they relate to a law enforcement or corrections environment.
2.  Explain the role of California Commission on Peace Officer Standards and Training (POST) and its importance as a resource for the training manager.

**Objectives:**
Upon completion of the course, students will be able to:
1.  Recognize and explain the role of POST in relation to training management functions.
2.  Examine a training plan and evaluate its usefulness to achieving training needs.
3.  Explain the importance of a training records management system, maintenance, and the associated legal requirements and state mandates.
4.  Identify legal issues related to training, training records managements and related liabilities.

**Topics and Scope:**

I.   POST
    A.  Bureau of Training Delivery and Compliance
    B.  Information systems
    C.  Professional certificates
    D.  POST Administrative Manual (PAM)
II.  Training Plan
    A. Purpose and ongoing management
    B. Design, types and systems
    C.  Training Needs Assessment (TNA)
    D.  Evaluation
III. Training Records Management

A. Purpose and components
B. Legal requirements for records retention
C. POST requirements for training files
D. Maintenance of training and individual employee files
IV. Legal Issues
A. Training requirements
B. Liabilities of improper training
C. Training records

**Assignment:**

1. Students to read 5-6 hours of material before attending class
2. Develop training plan
3. Must meet POST attendance and participation regulations

**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.

| None |
|------|

| Writing<br>0 - 0% |
|------|

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

| Training plan |
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| Problem solving<br>25 - 35% |
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**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

| None |
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| Skill Demonstrations<br>0 - 0% |
|------|

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

| None |
|------|

| Exams<br>0 - 0% |
|------|

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

| Attendance and participation, 5-6 hours of reading before attending class |
|------|

| Other Category<br>65 - 75% |
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**Representative Textbooks and Materials:**
Instructor prepared materials