

**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:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>CSU Transfer:</b>		Effective:	Inactive:
<b>UC Transfer:</b>		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%
<p><b>Problem Solving:</b> Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.</p>	
None	Problem solving 0 - 0%
<p><b>Skill Demonstrations:</b> All skill-based and physical demonstrations used for assessment purposes including skill performance exams.</p>	
Class performances, Performance exams	Skill Demonstrations 30 - 50%
<p><b>Exams:</b> All forms of formal testing, other than skill performance exams.</p>	
None	Exams 0 - 0%
<p><b>Other:</b> Includes any assessment tools that do not logically fit into the above categories.</p>	
ATTENDANCE	Other Category 5 - 10%

**Representative Textbooks and Materials:**

There will be selected handout materials.