

Course Outline

COURSE: JLE 214 **DIVISION:** 50 **ALSO LISTED AS:**

TERM EFFECTIVE: Spring 2021 **CURRICULUM APPROVAL DATE:** 12/8/2020

SHORT TITLE: COUNSELOR OFFICER TRAINING

LONG TITLE: Counselor Officer Training

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
.5 TO 4	18	Lecture:	.5 TO 1.1	9 TO 19.8
		Lab:	.84 TO 8.15	15.12 TO 146.7
		Other:	0	0
		Total:	1.34 TO 9.25	24.12 TO 166.5

COURSE DESCRIPTION:

Provides the training for Gang, Homicide, Counselors specializing in officer positions. Includes expectations, legal issues, child development, programs, youth development, safety and emergency procedures, active shooter and evacuations. The training ranges from active listening and behavioral management to lecture and case scenarios. Training complies with POST, American Association Standards for Counselors and ADA. **PREREQUISITE:** POST Basic Certificate or Equivalent; JLE100.

PREREQUISITES:

CAPP JLE 214 Requisite

COREQUISITES:

CREDIT STATUS: D - Credit - Degree Applicable

GRADING MODES

P - Pass/No Pass

REPEATABILITY: N - Course may not be repeated

SCHEDULE TYPES:

02 - Lecture and/or discussion

04 - Laboratory/Studio/Activity

STUDENT LEARNING OUTCOMES:

By the end of this course, a student should:

1. Identify and distinguish among the job duties, communication styles and differentiate among the five essential practices of leadership.
2. Demonstrate child interview techniques presented in class during scenarios.
3. Identify and compare the basic concepts of human development, emotional and psychological maturity of children, gang affiliation signs, and gang membership signs.
4. Identify and compare the basic concepts of human development, emotional and psychological maturity of children, gang affiliation signs and gang membership signs.
5. Demonstrate appropriate response during an Active Shooter Scenario and demonstrate the ability to respond appropriately to various scenarios involving homicide suspects, gang members, victims, criminals, etc. .

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS

Curriculum Approval Date: 12/8/2020

Originally listed as JLE 302

LECTURE CONTENT:

. Expectations of Counselors / Officers (4-8 hours)

A. Job duties

B. Risk management

C. ACA Accreditation Standards

D. Budget

1. Basic accounting principles

2. Importance of a budget in the planning process

E. Negligence

1. Court Case Reviews

F. Personal Improvement

1. Weaknesses and Strengths

2. Conducting Interviews

G. Types of Leadership

1. Personal Leadership Styles

2. Communication Styles

II. Vision/ Philosophy Mission (5-12 hours)

A. Presentation Techniques

1. Outcomes

2. Time Management

B. Presentations

1. Public Speaking

2. Knowing your audience

C. Realistic expectations

D. Roles

1. Counselor Training Subject Reviews

2. Expectations

3. Team Building

LAB CONTENT:

- . Expectations of Counselors / Officers (4-8 hours)
 - A. Job duties
 - B. Risk management
 - C. ACA Accreditation Standards
 - D. Budget
 - 1. Basic accounting principles
 - 2. Importance of a budget in the planning process
 - E. Negligence
 - 1. Court Case Reviews
 - F. Personal Improvement
 - 1. Weaknesses and Strengths
 - 2. Conducting Interviews
 - G. Types of Leadership
 - 1. Personal Leadership Styles
 - 2. Communication Styles
- II. Vision/ Philosophy Mission (5-12 hours)
 - A. Presentation Techniques
 - 1. Outcomes
 - 2. Time Management
 - B. Presentations
 - 1. Public Speaking
 - 2. Knowing your audience
 - C. Realistic expectations
 - D. Roles
 - 1. Counselor Training Subject Reviews
 - 2. Expectations
 - 3. Team Building

METHODS OF INSTRUCTION:

Lecture, Lab Activity, Audio-visual, Skills Demonstration, Discussion, Group Activity

OUT OF CLASS ASSIGNMENTS:

Required Outside Hours:

Assignment Description:

18-40 hours

Review Instructor Handouts and Instructor Student Manual

Prepare for scenarios

METHODS OF EVALUATION:

Writing assignments

Percent of total grade: 25.00 %

Written reports to be graded by instructor using course standards.

Skill demonstrations

Percent of total grade: 50.00 %

Percent range of total grade: 50 % to 90 % Class Performance/s Field Work Performance Exams

Objective examinations

Percent of total grade: 25.00 %

Written exam

REPRESENTATIVE TEXTBOOKS:

Instructor Handouts and Lab Manual . 2020.

Reading Level of Text, Grade: 12 Verified by: Doug Achterman

ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Not Transferable

UC TRANSFER:

Not Transferable

SUPPLEMENTAL DATA:

Basic Skills: N

Classification: Y

Noncredit Category: Y

Cooperative Education: N

Program Status: 2 Stand-alone

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department:

CSU Crosswalk Course Number:

Prior to College Level: Y

Non Credit Enhanced Funding: N

Funding Agency Code: Y

In-Service: N

Occupational Course: C

Maximum Hours:

Minimum Hours:

Course Control Number: CCC000621842

Sports/Physical Education Course: N

Taxonomy of Program: 210550