



5055 Santa Teresa Blvd  
Gilroy, CA 95023

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### 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

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**Out of Class Hrs:** 18.00 TO 39.60

**Total Learning Hrs:** 42.12 TO 206.10

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#### **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:**

Completion of JLE 100, as UG, with a grade of C or better.

#### **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
- 03 - Lecture/Laboratory
- 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. .

## COURSE CONTENT:

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