College of the Sequoias
COLLEGE ASSOCIATE DEGREE COURSE OUTLINE

SUBJECT AREA AND COURSE NUMBER: AJ 313

COURSE TITLE: BASIC ACADEMY PREPARATION

Units: 3

TOP Code: 2105.00 - Administration of Justice

Cross-Listed Courses:

CATALOG COURSE DESCRIPTION:

This course stresses the integration of reading, writing, and study skills with concepts of cultural awareness and law enforcement professional values and ethics. The intent of this course is to assist students with developing the requisite skills for entering and completing the Basic Training Academy (AI 200).

REQUISITES:

NONE

FIELD TRIP REQUIREMENTS: Not Required

LECTURE HOURS PER WEEK: 3

TOTAL LECTURE HOURS PER SEMESTER: 52.5

LAB HOURS PER WEEK:

TOTAL LAB HOURS PER SEMESTER:

ACTIVITY HOURS PER WEEK:

TOTAL ACTIVITY HOURS PER SEMESTER:

TOTAL HOURS PER WEEK: 3

TOTAL CONTACT HOURS PER SEMESTER: 52.5

GRADING: 3 - A,B,C, No Pass

REPEATABLE: B - Repeatable, 3 semesters-take 4 times

TRANSFERABLE:
No Transfer Status Selected

METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

* Lecture and/or Discussion
* Activity
* Other (Specify)

Students are presented with a series of case histories involving ethical dilemmas, and must provide written analyses and recommended courses of action.

Other writing assignments include summaries of activities,journal entries, responses to cross-cultural and law enforcement related readings, and responses to in-class discussions.

METHODS OF EVALUATION:
A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

- Skill demonstrations
- Problem solving assignments or activities
- Essay quizzes or exams
- Short answer quizzes or exams

**COURSE TOPICS:**

**Outline Of Topics:**
The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

1. Study skills
2. Reading and writing skills
3. Cross Cultural awareness
4. Law enforcement professional values
5. Academy orientation
6. Physical conditioning

**OUTCOMES:**

**Course Objectives**
The main concepts for this course will ask students to...

1. Demonstrate effective strategies for the following student tasks:
   a. Time management
   b. Listening skills
   c. Following written and oral instructions
   d. Taking lecture notes in an outline format
   e. Memorizing technical facts
2. Contrast "fact" with "inference" and apply both assignments.
3. Demonstrate effective word choice in essay assignments.
4. Develop topics from general to specific scope in essay assignments.
5. Execute basic writing organizational patterns.
6. Identify and write critical components in paragraphs.
7. Read and respond to a variety of law enforcement-related writings.
8. Recognize and respond to cultural differences and analyze the functional reasons for those differences.
9. Examine the characteristics of one's own cultural heritage.
10. Identify and discuss those values requisite to success as a law enforcement professional.
11. Analyze and discuss the Law Enforcement Code of Ethics.

**Student Learning Outcomes**
Given a classroom setting, students will be able to demonstrate proficiency in completing basic law enforcement report forms and investigative narrative reports. Students’ work will be assessed and graded by the instructor who will provide feedback.

- Skill demonstrations
- Problem solving assignments or activities
- Essay quizzes or exams
- Short answer quizzes or exams

Given a classroom setting, students will be able to demonstrate effective study skills utilizing note-taking, listening skills, and memorizing of technical facts in a class presentation of research conducted of a law enforcement agency.
Skill demonstrations
Problem solving assignments or activities
Essay quizzes or exams
Short answer quizzes or exams

Given a classroom setting students will be able to recognize and respond to cultural differences in a professional manner based on the Law Enforcement Code of Ethics.

Skill demonstrations
Problem solving assignments or activities
Essay quizzes or exams
Short answer quizzes or exams

Institutional Outcomes

1. Demonstrate awareness, respect, sensitivity, and understanding needed for participating successfully in a diverse, local and global society.
2. Communicate effectively for a given purpose within the specific context of a communication event.
3. Demonstrate effective self-management and interpersonal skills with people from a variety of backgrounds to seek consensus, resolve conflicts and take responsibility.
4. Use appropriate creative and analytic methods to interpret ideas, solve problems, and present conclusions.
5. Write coherently and effectively, adjusting to a variety of audiences and purposes, while taking into account others' writings and ideas.

Assignments

TEXTS AND SUPPLIES:
Textbooks may include, but are not limited to:

TEXTBOOKS: 
MANUALS: 
PERIODICALS: 
MATERIALS FEE: $0
OTHER:
  1. Instructor developed handouts

Honors Course Outline Addendum

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