



El Camino College
COURSE OUTLINE OF RECORD – Approved

I. GENERAL COURSE INFORMATION

Subject and Number: Administration of Justice 106
Descriptive Title: Criminal Justice Career Preparation
Course Disciplines: Administration of Justice
Division: Industry and Technology

Catalog Description:

This course prepares students interested in a career in the Criminal Justice system to successfully navigate the highly competitive hiring process. Topics covered include how to successfully complete the initial application, written examination, oral interview, polygraph examination, physical agility test, background investigation and the written/oral psychological examinations.

Conditions of Enrollment:

Recommended Preparation: English 84

Course Length:	X Full Term	Other (Specify number of weeks):
Hours Lecture:	3.00 hours per week	TBA
Hours Laboratory:	0 hours per week	TBA
Course Units:	3.00	

Grading Method: Letter
Credit Status: Associate Degree Credit

Transfer CSU: X Effective Date: February 16, 2010
Transfer UC: No

General Education:
El Camino College:

CSU GE:

IGETC:

II. OUTCOMES AND OBJECTIVES

A. COURSE STUDENT LEARNING OUTCOMES (The course student learning outcomes are listed below, along with a representative assessment method for each. Student learning outcomes are not subject to review, revision or approval by the College Curriculum Committee)

1. SLO #1 Agency Job Postings: Following instruction and practice in a classroom setting, successful students in this course will be able to:
Identify at least three (3) criminal justice agency job postings through various media
Explain the various steps in the selection process for a criminal justice job
Prepare a resume and personal history statement that is complete and accurate
2. SLO #2 Oral Interview: Following instruction and practice in a classroom setting, successful students in this course will be able to communicate in a clear and organized manner during a mock oral interview for a criminal justice position and answer hypothetical problems using logic and correct legal standards.
3. SLO #3 Background Investigation: Following instruction and practice in a classroom setting, successful students in this course will be able to identify three (3) factors that could disqualify an applicant during a background investigation.

The above SLOs were the most recent available SLOs at the time of course review. For the most current SLO statements, visit the El Camino College SLO webpage at <http://www.elcamino.edu/academics/slo/>.

B. Course Student Learning Objectives (The major learning objective for students enrolled in this course are listed below, along with a representative assessment method for each)

1. Evaluate criminal justice career options considering which career is suitable to the interests and capabilities of the student.
Homework Problems
1. Locate and examine criminal justice career employment resources including websites, job fairs and recruitment seminars.
Homework Problems
2. Complete an application for employment to an employer in the field of criminal justice.
Written homework
3. Prepare a comprehensive resume appropriate for a position in the criminal justice field.
Completion
4. Identify various types of criminal justice employment written examination formats.
Homework Problems
5. Identify factors that could disqualify an applicant during a pre-employment background investigation.
Quizzes
6. Describe the process for appeal of disqualification from a civil service examination.
Objective Exams
7. Prepare an appeal of disqualification resulting from the civil service examination process.
Written homework

8. Demonstrate employment skills and knowledge by completing a mock written employment examination.
Completion
9. Demonstrate clear and organized communication skills by completing a mock qualification appraisal panel interview.
Class Performance

III. OUTLINE OF SUBJECT MATTER (Topics are detailed enough to enable a qualified instructor to determine the major areas that should be covered as well as ensure consistency from instructor to instructor and semester to semester.)

Lecture or Lab	Approximate Hours	Topic Number	Major Topic
Lecture	6	I	<p>CRIMINAL JUSTICE CAREERS</p> <p>A. Public Sector Law Enforcement</p> <ol style="list-style-type: none"> 1. Special police: university and college; community college; school districts; transit police and special districts. 2. State law enforcement: Highway Patrol; Department of Justice; Park Service, Alcohol and Beverage Control, Park Service, Fish and Wildlife. 3. Federal Law Enforcement: Federal Bureau of Investigation (FBI), Drug Enforcement Agency (DEA), Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), Homeland Security and various investigative agencies supporting cabinet level federal departments <p>B. Public Sector Non-Sworn</p> <ol style="list-style-type: none"> 1. Public Safety Dispatcher 2. Community Services Officer 3. Animal Control 4. Crime Analyst <p>C. Private Sector Employment</p> <ol style="list-style-type: none"> 1. Loss Prevention Officer 2. Private Investigator 3. Classified defense security 4. Industrial security 5. Contract security 6. Security management
Lecture	4	II	<p>APPLICATION FORMS AND APPLICATIONS</p> <p>A. Application process</p> <p>B. Proper application completion</p> <p>C. On-line submission of applications</p>
Lecture	5	III	<p>THE WRITTEN EXAMINATION PROCESS</p> <p>A. Various examination methods used in pre-employment testing</p> <ol style="list-style-type: none"> 1. Preparation and practice 2. Situation analysis 3. Writing short answer essays 4. Practice examination

			<p>B. The California Commission on Peace Officer Standards and Training (POST) Entry-Level Law Enforcement Test Battery (PELETB) exam</p> <ol style="list-style-type: none"> 1. Spelling 2. Vocabulary 3. Clarity 4. Reading Comprehension 5. Close examination 6. Statistical reporting of results by <i>t</i>-score
Lecture	4	IV	<p>PSYCHOLOGICAL EXAMINATIONS</p> <p>A. Written examination</p> <ol style="list-style-type: none"> 1. Explanation of purpose 2. Minnesota Multiphasic Personality Inventory (MMPI) <p>B. Oral examination</p> <ol style="list-style-type: none"> 1. Explanation of purpose 2. Types of examinations
Lecture	10	V	<p>PHYSICAL FITNESS FOR CRIMINAL JUSTICE</p> <p>A. Physical requirements for job performance</p> <ol style="list-style-type: none"> 1. Fitness programs 2. Nutrition programs 3. Stress hazards and stress reduction through fitness 4. Physical agility tests as pre-entry test 5. Agility test components <p>B. Test practice</p> <ol style="list-style-type: none"> 1. Agility test exam 2. POST Work Sample Test Battery
Lecture	3	VI	<p>MEDICAL EXAMINATION</p> <ol style="list-style-type: none"> A. Disqualifying factors B. Proper form completion
Lecture	4	VII	<p>POLYGRAPH EXAMINATION</p> <ol style="list-style-type: none"> A. Pre-poly forms and interview B. Polygraph examination C. Use and legal parameters D. Taking the polygraph: procedures and demonstration
Lecture	7	VIII	<p>ORAL INTERVIEW</p> <ol style="list-style-type: none"> A. Preparing for the oral interview B. Strategies for successful interviews C. Mock interviews
Lecture	6	IX	<p>PRE-EMPLOYMENT BACKGROUND INVESTIGATION</p> <ol style="list-style-type: none"> A. Disqualifying factors: criminal history, drug use, employment history, credit history, personal character, sexual misconduct and reference checks B. Background investigation databases and cross-reference

			techniques C. Social media checks D. Records of prior applications maintained by POST
Lecture	5	X	POLICE ACADEMY TRAINING OVERVIEW A. The Police Academy 1. Agency hire vs. self-sponsorship 2. Structure and curriculum 3. Attrition 4. Keys for success B. California Commission on POST Field Training and Evaluation Program (FTEP) 1. Program requirement 2. Forms and process 3. Field training program problems: analysis and practice
Total Lecture Hours	54		
Total Laboratory Hours	0		
Total Hours	54		

IV. PRIMARY METHOD OF EVALUATION AND SAMPLE ASSIGNMENTS

A. PRIMARY METHOD OF EVALUATION:

Skills demonstrations

B. TYPICAL ASSIGNMENT USING PRIMARY METHOD OF EVALUATION:

Participate in a mock police qualifications appraisal oral interview. Prepare for the interview by completing an employment application package that includes:

1. Personal history statement (28 pages)
2. Autobiography (2 pages)
3. Job application (4 pages)
4. Personal information (3 pages)

Submit employment application package to the instructor.

C. COLLEGE-LEVEL CRITICAL THINKING ASSIGNMENTS:

1. In a classroom setting, explain to the instructor the polygraph examination procedure. List questions asked of the applicant and describe the types of responses which typically lead to "deception indicated" finding by the examiner.
2. In a classroom setting, explain to the instructor the background investigation and identify its various components describing indicators that can cause a rejection of employment for the candidate.

D. OTHER TYPICAL ASSESSMENT AND EVALUATION METHODS:

- Essay exams
- Performance exams
- Other exams
- Quizzes
- Written homework
- Field work
- Class Performance
- Homework Problems
- Multiple Choice
- Completion
- True/False

V. INSTRUCTIONAL METHODS

- Demonstration
- Discussion
- Group Activities
- Internet Presentation/Resources
- Lecture
- Multimedia presentations
- Role Play
- Simulation

Note: In compliance with Board Policies 1600 and 3410, Title 5 California Code of Regulations, the Rehabilitation Act of 1973, and Sections 504 and 508 of the Americans with Disabilities Act, instruction delivery shall provide access, full inclusion, and effective communication for students with disabilities.

VI. WORK OUTSIDE OF CLASS

- Study
- Skill practice
- Required reading
- Written work

Estimated Independent Study Hours per Week: 6

VII. TEXTS AND MATERIALS

A. UP-TO-DATE REPRESENTATIVE TEXTBOOKS

Catherine Marcum, Frank Schmalleger. A GUIDE TO STUDY SKILLS AND CAREERS IN CRIMINAL JUSTICE AND PUBLIC SECURITY. 1st edition, Sage Publications, 2017

J. Scott Harr, Kären M. Hess. CAREERS IN CRIMINAL JUSTICE AND RELATED FIELDS. 6th ed. Wadsworth Publishers, 2009

Qualifier Text: industry Standard

B. ALTERNATIVE TEXTBOOKS

C. REQUIRED SUPPLEMENTARY READINGS

D. OTHER REQUIRED MATERIALS

VIII. CONDITIONS OF ENROLLMENT

A. Requisites (Course and Non-Course Prerequisites and Corequisites)

Requisites	Category and Justification
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B. Requisite Skills

Requisite Skills

C. Recommended Preparations (Course and Non-Course)

Recommended Preparation	Category and Justification
Course Recommended Preparation English-84	

D. Recommended Skills

Recommended Skills
Ability to read and analyze job descriptions ENGL 84 - Select and employ reading strategies to interpret the content of a college-level textbook, with special focus on constructing a thesis statement and providing valid support.

E. Enrollment Limitations

Enrollment Limitations and Category	Enrollment Limitations Impact
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Course created by Raymond Lewis on 09/01/2009.

BOARD APPROVAL DATE: 02/16/2010

LAST BOARD APPROVAL DATE: 11/19/2018

Last Reviewed and/or Revised by: DON MASON

Date: 09/19/2018

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