

I. CATALOG INFORMATION

- A. Discipline: CRIMINAL JUSTICE
- B. Subject Code and Number: CJ M43
- C. Course Title: Criminal Justice Employment Preparation
- D. Credit Course units:
Units: 2
Lecture Hours per week: 1.5
Lab Hours per week : 1.5
Variable Units : No

- E. Student Learning Hours:
Lecture Hours:
Classroom hours: 26.25 - 26.25
Laboratory/Activity Hours:
Laboratory/Activity Hours 26.25 - 26.25
Total Combined Hours in a 17.5 week term: 52.5 - 52.5

- F. Non-Credit Course hours per week _____

- G. May be taken a total of: ☒ 1 ☐ 2 ☐ 3 ☐ 4 time(s) for credit

- H. Is the course co-designated (same as) another course: No ☒ Yes ☐
If YES, designate course Subject Code & Number: _____

- I. Course Description:

Assists students in identifying areas of training and knowledge necessary to qualify for employment in the criminal justice field. Focuses on the skills necessary to pass the law enforcement entry-level, physical agility test.

- J. Entrance Skills
- *Prerequisite: No ☒ Yes ☐ Course(s)

- *Corequisite: No ☒ Yes ☐ Course(s)

- Limitation on Enrollment: No ☒ Yes ☐

- Recommended Preparation: No ☐ Yes ☒ Course(s)
CJ M01 or CJ M01H
- Other: No ☒ Yes ☐

- K. Other Catalog Information:

Formerly CJ M60B.

II. COURSE OBJECTIVES

Upon successful completion of the course, a student will be able to:

		Methods of evaluation will be consistent with, but not limited by, the following types or examples.
1	define and recognize qualifications required of applicants for law enforcement positions.	Essay exam Short answer quiz Current events brief
2	demonstrate, through participatory discussions, an understanding of the background, and testing and examination processes used for evaluating and selecting law enforcement candidates.	Practical scenario participation and review Comparison research paper
3	demonstrate physical fitness proficiency at a level that supports successful completion of the physical agility portion of the testing process.	Practical performance evaluation Participatory activity showing proficiency
4	demonstrate and apply strategies and techniques of oral interviewing skills that supports successful completion of the oral board portion of the testing process.	Participatory activity demonstrating proficiency Scenario review and practical application
5	gain reading and writing skills to successfully pass Peace Officer Standards and Training written entrance examination for law enforcement.	Current events evaluation and critique paper Research and brief paper Practical scenario review and critique
6	identify the mental and psychological testing requirements for entrance examination for law enforcement.	Practical scenario participation and review Comparison research paper
7	define and recognize the personal background and investigation requirements for law enforcement candidates.	Current events evaluation and critique paper Research and brief paper Practical scenario review and critique
8	analyze those areas of the background investigation process that can or will eliminate students from service in the criminal justice	Current events evaluation and critique paper Research and brief paper

	system.	Practical scenario review and critique
9	demonstrate an understanding of the appeals process for disqualification from candidacy for employment.	Practical scenario participation and review Comparison research paper
10	recognize effective strategies and techniques for eliminating, rehabilitating and minimizing those areas of the background process that can exclude students from service.	Current events evaluation and critique paper Research and brief paper Practical scenario review and critique
11	examine types of recruit training and personal preparation techniques for academy training.	Participatory activity demonstrating proficiency Scenario review and practical application

III. COURSE CONTENT

Estimated %	Topic	Learning Outcomes
Lecture (must total 100%)		
10.00%	I. Course Overview A. Goals and objectives 1. Application process, preparation and requirements 2. Testing process and requirements 3. Background investigation and evaluation 4. Academy training B. Commission on Peace Officer Standards and Training 1. Academic and testing format	1, 2
10.00%	II. Application Process and Employment Opportunities A. Application process 1. When and where to apply 2. How to apply 3. Personal History Statement (PHS) 4. Minimum standards for employment 5. Disqualifiers B. Employment opportunities 1. Agency specific requirements 2. Non-traditional law enforcement jobs	1, 2, 6, 7, 8, 9
50.00%	III. Testing Process A. Written examination 1. Workshop and mock written examination B. Reading and writing skills evaluation 1. Techniques and strategies for reading skill improvement 2. Written skill evaluation a. How to write grammatically correct short reports C. Panel interviews 1. Oral interviewing skills 2. Listening skills	3, 4, 5, 6, 7, 10

	<ul style="list-style-type: none">3. Mock interviews with individual critiqueD. Psychological testing and personal character evaluation<ul style="list-style-type: none">1. Types of tests2. Purpose of test3. Process of test	
20.00%	<ul style="list-style-type: none">IV. Background Investigation Process<ul style="list-style-type: none">A. Polygraph examination<ul style="list-style-type: none">1. Purpose and process2. Areas of questioning3. Alternatives to polygraphB. Investigation<ul style="list-style-type: none">1. Purpose and process2. Personal history and background investigation3. DisqualifiersC. Appeals process<ul style="list-style-type: none">1. Techniques for rehabilitating an appeal issue	7, 8, 9, 10
10.00%	<ul style="list-style-type: none">V. Recruit Training<ul style="list-style-type: none">A. Regular basic course<ul style="list-style-type: none">1. Extended format2. Intensive format3. Length of trainingB. Types of training<ul style="list-style-type: none">1. Open recruit enrollment<ul style="list-style-type: none">a. College sponsored2. Agency sponsored enrollment3. Non-stress4. StressC. Personal preparation<ul style="list-style-type: none">1. Academic2. Physical3. Support systems4. Self-discipline	11
Lab (must total 100%)		
50.00%	<ul style="list-style-type: none">I. Testing Process for Physical Agility<ul style="list-style-type: none">A. Physical agility and fitness<ul style="list-style-type: none">1. Components of physical fitness<ul style="list-style-type: none">a. Participation in physical agility course2. Individual strength and endurance strategies<ul style="list-style-type: none">a. Participation in physical activity program to enhance individual strength and endurance3. Evaluation of individual performance<ul style="list-style-type: none">a. Participation in mock physical agility tests	2, 3, 11
50.00%	<ul style="list-style-type: none">II. Testing Process for Oral Interviews<ul style="list-style-type: none">A. Oral interviewing skillsB. Listening skillsC. Professional dress and personal presentationD. Mock panel interview<ul style="list-style-type: none">1. Filmed feedback	2, 4, 11

IV. TYPICAL ASSIGNMENTS

A. Writing assignments

Writing assignments are required. Possible assignments may include, but are not limited to:	
1	write investigative reports such as a preliminary arrest report.
2	compose resume presentations.

B. Appropriate outside assignments

Appropriate outside assignments are required. Possible assignments may include, but are not limited to:	
1	attend a local law enforcement agency tour.
2	conduct library research on a topic such as criminal justice employment opportunities.
3	conduct and participate in collaborative interviews.

C. Critical thinking assignments

Critical thinking assignments are required. Possible assignments may include, but are not limited to:	
1	participate in mock interviews.
2	give oral presentations on criminal justice employment opportunities.
3	present analytical discussion oral interview topics.

V. METHODS OF INSTRUCTION

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

- ☐ Distance Education – When any portion of class contact hours is replaced by distance education delivery mode (Complete DE Addendum, Section XV)
- ☒ Lecture/Discussion
- ☒ Laboratory/Activity
- ☒ Other (Specify) Seminar discussions
Practical application of interview techniques
- ☒ Optional Field Trips
- ☐ Required Field Trips

VI. METHODS OF EVALUATION

Methods of evaluation may include, but are not limited to:

- ☒ Essay Exam

☒ Classroom Discussion

☒ Skill Demonstration
- ☒ Problem Solving Exam

☒ Reports/Papers/Journals

☒ Participation
- ☒ Objective Exams

☐ Projects

☒ Other (specify)

Collaborative learning activities

Guest lectures

Role play

Simulation exercises

Seminar discussions

VII. REPRESENTATIVE TEXTS AND OTHER COURSE MATERIALS

Peterson's. Master the Police Officer Exam. 19th ed. Peterson's, 2015.

Schroeder, Donald, and Frank Lombardo. Police Officer Exam. 10th ed. Barrons Educational, 2017.

VIII. STUDENT MATERIALS FEES

☒ No ☐ Yes

IX. PARALLEL COURSES

College	Course Number	Course Title	Units
Ventura College	CJ V17	Criminal Justice Employment Orientation	3

X. MINIMUM QUALIFICATIONS

Courses in Disciplines in which Masters Degrees are not expected:
Any bachelor's degree and two years of professional experience, or any associate degree and six years of professional experience.

XI. ARTICULATION INFORMATION

- A. Title V Course Classification:
- 1. This course is designed to be taken either:
 - ☐ Pass/No Pass only (no letter grade possible); or
 - ☒ Letter grade (P/NP possible at student option)
 - 2. Degree status:
 - Either ☒ Associate Degree Applicable; or ☐ Non-associate Degree Applicable
- B. Moorpark College General Education:
- 1. Do you recommend this course for inclusion on the Associate Degree General Education list?
Yes: ☐ No: ☒ If YES, what section(s)?
 - ☐ A1 - Natural Sciences - Biological Science
 - ☐ A2 - Natural Sciences - Physical Science
 - ☐ B1 - Social and Behavioral Sciences - American History/Institutions
 - ☐ B2 - Social and Behavioral Sciences - Other Social Behavioral Science
 - ☐ C1 - Humanities - Fine or Performing Arts
 - ☐ C2 - Humanities - Other Humanities
 - ☐ D1 - Language and Rationality - English Composition
 - ☐ D2 - Language and Rationality - Communication and Analytical Thinking
 - ☐ E1 - Health/Physical Education
 - ☐ E2 - PE or Dance
 - ☐ F - Ethnic/Gender Studies

C. California State University(CSU) Articulation:

1. Do you recommend this course for transfer credit to CSU? Yes: ☐ No: ☒

☒

2. If YES do you recommend this course for inclusion on the CSU General Education list?

Yes: ☐ No: ☒ If YES, which area(s)?

A1 ☐ A2 ☐ A3 ☐ B1 ☐ B2 ☐ B3 ☐ B4 ☐

C1 ☐ C2 ☐ D1 ☐ D2 ☐ D3 ☐ D4 ☐ D5

☐

D6 ☐ D7 ☐ D8 ☐ D9 ☐ D10 ☐ E ☐

D. University of California (UC) Articulation:

1. Do you recommend this course for transfer to the UC? Yes: ☐ No: ☒

2. If YES do you recommend this course for the Intersegmental General Education Transfer Curriculum (IGETC)? Yes: ☐ No: ☒

IGETC Area 1: English Communication

- ☐ English Composition
- ☐ Critical Thinking-English Composition
- ☐ Oral Communication

IGETC Area 2: Mathematical Concepts and Quantitative Reasoning

- ☐ Mathematical Concepts

IGETC Area 3: Arts and Humanities

- ☐ Arts
- ☐ Humanities

IGETC Area 4: Social and Behavioral Sciences

- ☐ Anthropology and Archaeology
- ☐ Economics
- ☐ Ethnic Studies
- ☐ Gender Studies
- ☐ Geography
- ☐ History
- ☐ Interdisciplinary, Social & Behavioral Sciences
- ☐ Political Science, Government & Legal Institutions
- ☐ Psychology
- ☐ Sociology & Criminology

IGETC Area 5: Physical and Biological Sciences (mark all that apply)

☐

- ☐ Physical Science Lab or Physical Science Lab only (non-sequence)
- ☐ Physical Science Lecture only (non-sequence)
- ☐ Biological Science
- ☐ Physical Science Courses
- ☐ Physical Science Lab or Biological Science Lab Only (non-sequence)
- ☐ Biological Science Courses
- ☐ Biological Science Lab course
- ☐ First Science course in a Special sequence
- ☐ Second Science course in a Special Sequence
- ☐ Laboratory Activity
- ☐ Physical Sciences

IGETC Area 6: Language other than English

- ☐ Languages other than English (UC Requirement Only)
- ☐ U.S. History, Constitution, and American Ideals (CSU Requirement ONLY)
- ☐ U.S. History, Constitution, and American Ideals (CSU Requirement ONLY)

XII. REVIEW OF LIBRARY RESOURCES

- A. What planned assignment(s) will require library resources and use?

The following assignments require library resources:

Research, using the Library's print and online resources, in the preparation of a paper examining the employment qualification requirements for local, state and federal agencies.

- B. Are the currently held library resources sufficient to support the course assignment?

YES: ☒ NO: ☐

If NO, please list additional library resources needed to support this course.

XIII. PREREQUISITE AND/OR COREQUISITE JUSTIFICATION

CJ M43: Not Applicable

XIV. WORKPLACE PREPARATION

Required for career technical courses only. A career technical course/program is one with the primary goal to prepare students for employment immediately upon course/program completion, and/or upgrading employment skills.

Detail how the course meets the Secretary of Labors Commission on the Achievement of Necessary Skills (SCANS) areas. (For a description of the competencies and skills with a listing of what students should be able to do, go to:

<http://www.ncrel.org/sdrs/areas/issues/methods/assment/as7scans.htm>)

The course will address the SCANS competency areas:

1. Resources: the students will organize, plan, and allocate appropriate time to engage in the learning process involving classroom activities and individual research.
2. Interpersonal: the students will work with others as a team member, exercising leadership as well as engaging in active participation in group activities; and demonstrate ability to work with a diverse population.
3. Information: the students will acquire, evaluate, organize, and interpret information and communicate this acquisition to fellow students and the instructor; use information sources such as the Internet, library periodicals, and other research sources to obtain information.
4. Systems: the students will acquire proficiency in using body mechanics for balance and protection.
5. Technology: the students will be encouraged to use Internet search engines to acquire information to complete research assignments.

The course also addresses the SCANS skills and personal qualities:

1. Basic Skills: the students will demonstrate reading, writing, listening, speaking, and physical agility skills.
2. Thinking Skills: the students will engage in critical thinking, decision-making, and problem solving scenarios that support the application of learned techniques.
3. Personal Qualities: the students will exhibit responsibility and self-management in completing the course assignments in a timely manner; apply ethics in the classroom and in relationship to the criminal justice field.

XV. DISTANCE LEARNING COURSE OUTLINE ADDENDUM

CJ M43: Not Applicable

XVI. GENERAL EDUCATION COURSE OUTLINE ADDENDUM

CJ M43: Not Applicable

XVII. STUDENT MATERIALS FEE ADDENDUM

CJ M43: Not Applicable

XVIII. REPEATABILITY JUSTIFICATION TITLE 5, SECTION 55041

CJ M43: Not Applicable

XIX. CURRICULUM APPROVAL

Course Information:

Discipline: CRIMINAL JUSTICE

Discipline Code and Number: CJ M43

Course Revision Category: Outline Update

Course Proposed By:

Originating Faculty Chad Basile 03/19/2018

Faculty Peer: Leeann Mulville 03/20/2018

Curriculum Rep: Lisa Putnam 04/21/2018

Department Chair: Danielle Vieira 08/23/2018

Division Dean: Karen Rothstein 03/21/2018

Approved By:

Curriculum Chair: Jerry Mansfield 09/26/2018

Executive Vice President: _____

Articulation Officer: Letrisha Mai 09/06/2018

Librarian: Mary LaBarge 09/03/2018

Implementation Term and Year: Fall 2014

Approval Dates:

Approved by Moorpark College Curriculum Committee: 09/18/2018

Approved by Board of Trustees (if applicable): _____

Approved by State (if applicable): 10/03/2018