



## Humphreys College

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### Supervisor Core Course

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**Course Description:**

The Supervisor Core Course consists of a minimum of 80 hours of instruction to be completed during the first year of assignment as a supervisor in a jail/adult institution, juvenile institution, or probation department. The topics covered are; ethics and values, interpersonal relationships, oral and written communication, managing personnel, teamwork, professional standards, problem solving, followership, and legal updates.

This Core is delivered using the Distance Learning modality. Through a combination of video conferencing using Adobe Connect, online forums, and off-line research and report writing a student shall be fully immersed in the subject matter. Furthermore, this approach allows the student to work from his or her department to reduce costs. While working from his or her department, the student has immediate access to other co-workers and managers to glean experience, knowledge, and wisdom to enhance his or her completed assignments and projects. Students will use their own policies, procedures, and organization for context in research and assignments.

**Prerequisites:**

Currently employed as a supervisor in either a probation/sheriff department.

**Schedule:**

**Begins on Monday, October 28, 2013 and ends  
Wednesday, November 20, 2013.**

**Hours:**

8:00 am to 5:00 pm

**Location:**

**Distance Learning**

**Reservations:**

Call 209.235.2929 or email [stephen.choi@humphreys.edu](mailto:stephen.choi@humphreys.edu)

**Certification:**

**STC # 6644-071610**

**Fees:**

**\$500/student**

# BSCC Supervisor Core Course Schedule

| Sunday      | Monday                                                      | Tuesday                          | Wednesday                                    | Thursday                         | Friday      | Saturday    |
|-------------|-------------------------------------------------------------|----------------------------------|----------------------------------------------|----------------------------------|-------------|-------------|
| October 27  | October 28<br><br>First Day of Core Training - Introduction | October 29                       | October 30                                   | October 31                       | November 1  | November 2  |
| November 3  | November 4<br><br>Core Training                             | November 5<br><br>Core Training  | November 6<br><br>Core Training              | November 7                       | November 8  | November 9  |
| November 10 | November 11<br><br>Veterans Day                             | November 12<br><br>Core Training | November 13<br><br>Core Training             | November 14<br><br>Core Training | November 15 | November 16 |
| November 17 | November 18<br><br>Core Training                            | November 19<br><br>Core Training | November 20<br><br>Last Day of Core Training | November 21                      | November 22 | November 23 |

## Typical Training Day

|                          |                                                                                             |
|--------------------------|---------------------------------------------------------------------------------------------|
| <b>0800 – 0900 hours</b> | Pre-work<br>May consist of reading an article, research, watching a video                   |
| <b>0910 – 1000 hours</b> | Coursework<br>Video conferencing, lecture,                                                  |
| <b>1010 – 1100 hours</b> | Course work                                                                                 |
| <b>1110 – 1200 hours</b> | Course work                                                                                 |
| <b>1200 – 1300 hours</b> | Lunch                                                                                       |
| <b>1300 – 1700 hours</b> | Post-work<br>Release time for assignments, building presentations, group work, and research |

**NOTE:** It is imperative that each student/department understand that although the student does not physically attend a classroom from 8 am to 5 pm, the student will be occupied with the Core training until 5 pm each day. Students should not be working during “course days” since each training day is formatted to an eight hour day.

# Technology Requirements

## Windows

- 1.4GHz Intel® Pentium® 4 or faster processor (or equivalent) for Microsoft® Windows® XP, Windows 7 or Windows 8; 2GHz Pentium 4 or faster processor (or equivalent) for Windows Vista®
- Windows 8 (32-bit/64-bit), Windows 7 (32-bit/64-bit), Windows Vista, Windows XP
- 512MB of RAM (1GB recommended) for Windows XP, Windows 7 or Windows 8; 1GB of RAM (2GB recommended) for Windows Vista
- Microsoft Internet Explorer 8, 9, 10; Mozilla Firefox; Google Chrome
- Adobe® Flash® Player 10.3+ (11.2+ recommended)

## Mac OS

- 1.83GHz Intel Core™ Duo or faster processor
- 512MB of RAM (1GB recommended)
- Mac OS X 10.6, 10.7.4, 10.8
- No Adobe Connect Add-in support for Mac OS X 10.5 (Leopard). Users on Leopard can attend meetings in the browser.\*
- Mozilla Firefox; Apple Safari; Google Chrome
- Adobe Flash Player 10.3+ (11.2+ recommended)

## Chrome OS

- No Adobe Connect Add-in\*

\* If an OS above is noted to not be supported by the Adobe Connect Add-in, it means that users can still join, host, and present in meetings within the browser, but will not be able to use functionality enabled by the Add-in, like screen sharing.

## Linux

- Ubuntu 11.04, 12.04; Red Hat Enterprise Linux 6; OpenSuSE 11.3
- No Add-in support for Linux. Users on Linux can attend meetings in the browser.\*
- Mozilla Firefox
- Adobe Flash Player 10.3+ (11.2+ recommended)