

# Online Course Curriculum

## Section 1 - 13 Units

### Unit I

About the Authors  
Introduction  
Unit I - A Summary of Government Jobs  
Outlook  
Employee Benefits Offered by the Federal Government  
Federal Government Employment  
Getting Started  
Clerical and Administrative Support Positions  
Federal Agencies and Departments  
Student Directions  
Veteran's Administration  
Federal Job Information Centers  
State Agencies  
Final Point

### Unit II

Career Planning  
Application for Federal Employment (SF - 171)  
Application for Federal Employment (OF - 612)  
The Criminal Justice System: History of L.E. in U.S.  
The Law and the Courts  
Key Terms  
Preparing for the Written Exam  
Unit II Test/Examination  
Application for Federal Employment SF - 171  
Application Forms for Personal Use

### Unit III

The Federal-Style Resume  
"Key Points" to Better Federal-Style Resumes  
Resume Instructions  
    Concluding Facts and Information  
Resume Content  
SAMPLE RESUME  
Law Enforcement Operations, Interviewing, Interrogation  
Law and the Courts: Constitutional Law  
Preparing for the Written Exam  
Unit III Test/Examination  
Applications Forms for Personal Use

### Unit IV

Your Government Job Starts Here!  
    The All Important Job Vacancy Announcement  
Knowledge, Skills, and Abilities (KSA)  
    "Key" statements  
    "Action" Words to Improve Your Score  
    Additional Power Words  
Supplemental Factor Forms You May Copy  
Steps in Applying for Federal/State/City & Private Jobs  
    Various Online Formats Now in Use  
Operating the "Job Matrix" to Search for Job Openings  
    From: [www.thejobmatrix.com](http://www.thejobmatrix.com)  
Sample Vacancy Announcement Reprints  
    From: <http://www.avuecentral.com/casting/central/control/index>  
    From: [jobsearch.usajobs.gov](http://jobsearch.usajobs.gov)  
    From: [careerbuilder.com](http://careerbuilder.com)

### Unit V

Career Planning  
    Law Enforcement Personnel Interview  
The Criminal Justice System  
    Law Enforcement Agencies  
        Local Agencies  
        Sheriff's Departments  
        State Agencies  
        Federal Agencies  
The Law and the Courts  
    The Arrest  
    The Grand Jury  
    Arraignment  
Preparing for the Written Exam  
    Spatial Orientation  
    Spatial Orientation: Practice Questions  
    Spatial Orientation: Practice Question Answers  
    Information Ordering  
    Information Ordering: Practice Questions  
    Information Ordering: Practice Question Answers  
Key Terms  
Unit V Test/Examination

### Unit VI

Career Planning  
Law Enforcement Operations  
Community Policing  
    Neighborhood Watch Programs  
    Crime Stoppers  
    Citizen Patrols  
    Citizen Volunteer Programs  
    Home Security Surveys  
    Operation Identification  
    National Night Out  
    Police Storefronts  
    Miscellaneous Programs  
The Law and the Courts  
    The Suppression Hearing  
    Plea Bargaining  
    The Jury  
Preparing for the Written Exam  
    Understanding Forms  
    Understanding Forms: Practice Questions  
    Understanding Forms: Practice Question Answers  
    Practical Judgement  
    Practical Judgement: Practice Questions  
    Practical Judgement: Practice Question Answers  
Key Terms  
Unit VI Test/Examination

### Unit VII

Career Planning  
    The Initial Inquiry  
    The Application  
    The Entrance Examination  
    The Oral Examination  
    The Physical Ability Test  
    The Polygraph Examination  
    The Medical Examination  
    The Drug Test  
    The Psychological Test  
    The Background Investigation  
Law Enforcement Operations  
    Crime Scene Management  
    Introduction  
    Preparation  
    Basic Stages in a Crime Scene Search  
    Short-Term Memory for Nonsense  
The Law and the Courts  
    The Law Enforcement Officer in Court  
    Pre-Trial  
    At Trial  
    Testimony Before a Grand Jury  
    Summary of Trial Procedure in Superior Court  
    Depositions  
Unit VII Test/Examination

### Unit VIII

The Selection Process  
    The Physical Ability Test  
    Nutrition Assessment  
    Nutrition Recommendations  
Constitutional Law  
Police Operations  
    Eye Witness and Line-Up Identification  
Prowler Calls  
    The Dispatcher's Obligations  
    Responding to the Call  
    Persons Leaving the Area  
    Approaching the Residence  
    Conducting the Preliminary Search  
    Conducting the Detailed Search  
    Recontacting the Caller  
Preparing for the Written Examination  
    Evaluating Answer Choices  
Unit VIII Test/Examination

### Unit IX

The Selection Process  
    Review  
    The Oral Exam  
Illegal Drugs and Drugs That are Subject to Abuse  
    Implications to the Crime Scene Investigation  
    The Commonly Abused Drugs  
    Rules in Collecting Drug Substances  
    Field Test Kits for Identification  
Preparing for the Written Exam  
    Inductive Reasoning  
    Inductive Reasoning: Practice Questions  
    Deductive Reasoning  
    Applying Rules and Procedures  
    Applying Rules and Procedures: Practice Questions  
    Applying Laws to Situations  
    Applying Laws to Situations: Practice Questions  
    Practice Question Answers  
Unit IX Test/Examination

### Unit X

The Selection Process  
    Psychological Examination  
    The Purpose and Limit of Psychological Screening  
    Tests Based on Law Enforcement Officer Profiles  
    Tests of Normal Personality Traits  
    Tests of Mental Illness  
    Projective Test  
    The Psychological Interview  
    Interpersonal Skills  
    Sample Personality Attribute Statements  
Law Enforcement Technology  
    National Crime Information Center  
    DNA Profiling  
    On-line Clearing Houses  
    Computer-Aided Investigations  
Accident Investigations  
    Who, What, When, Why, Where and How Formulas  
    Witness Interviewing Techniques  
Effective Communications  
    Elements of the Communication Cycle  
    Communicating with Empathy  
    The Importance of Listening  
    Attending Behaviors: Non-Reflective Listening  
    Responding Behaviors: Active Listening  
    Table 1: Active Listening Techniques  
    Providing Effective Feedback  
    The Dirty Dozen  
    Guidelines for Good Feedback  
    Understanding Non-Verbal Communication  
    Non-Verbal Clusters  
Unit X Test/Examination

### Unit XI

The Selection Process  
    The Polygraph Examination  
Law Enforcement Operations  
    Defensive Driving  
    Pursuit Driving  
    Pursuit Tactics  
    Other Emergency Response  
    Law Enforcement Collisions  
    Psychological Factors  
    Physiological Factors  
    Driving Tactics  
    Legal Aspects of Law Enforcement Driving  
Law Enforcement's Role in Society  
    Politics and Policing  
    Scrutiny of the Police  
    The Concept of Crime  
    The Legal Definition of Crime  
    Constitutional Criminal Procedure  
    The Volume of Crime  
    The Role of Policing in Society  
    Mission and Values of Agencies in a Democracy  
    Goals of Police Departments in a Democracy  
    Police Discretion  
    Discretion and Ethics  
    The Changing Police Bureaucracy  
Search and Seizure  
Unit XI Test/Examination

## Section I - Continued

### Unit XII

- The Selection Process
  - Preparing for the Medical Examination
  - Preparing for the Background Investigation
  - Conduct and Attitude Questionnaires
- Law Enforcement Operations
  - Report Writing
  - Courtroom Demeanor
  - Routine Patrol Driving

### Unit XIII

- How to Pass the Law Enforcement Exam
  - Test Taking Strategies
  - Multiple-Choice Test Strategies
  - Reading Comprehension Test Strategies
  - The Four Main Reading Skills
  - Abilities a Good Police Officer Should Possess
  - Police Hierarchy of Values
  - State, County, City & Local Civil Service
  - Preparing for the LEAPS Exam
  - Sample Test
  - Answers and Explanations
- Complete Information Form
- Unit XIII Test/Examination

## Section II - 7 Units

### Unit I

- Lesson I. Fractions and Mixed Numbers
  - Reducing Fractions
  - Addition and Subtraction of Fractions
  - Finding the LCD
  - Multiplication and Division of Fractions
  - Complex Fractions
  - Comparing Fractions
  - Word Problems
- Lesson II. Decimals
  - What is a Decimal?
  - Changing Fractions to Decimals
  - Changing Decimals to Fractions
  - Comparing Decimals
  - Addition and Subtraction of Decimals
  - Multiplication and Division of Decimals
  - Multiplying and Dividing by Powers of 10
  - Rounding Decimals
  - Word Problems with Decimals
- Lesson III. Percents
  - The Meaning of "Percent"
  - Changing a Decimal to a Percent and Vice Versa
  - Changing a Fraction to a Percent and Vice Versa
  - Solving Percent Problems
  - Finding 10% of a Number
- Lesson IV. Unit 1 Test/Examination

### Unit II

- Lesson I. Square Roots and Powers
- Lesson II. Measurement
  - Tables of American, General, Metric Conversions
  - The Metric System
  - American Measurement
  - Metric Measurement
  - Temperature Measurement
- Lesson III. Geometry
  - Angles, Lines, Triangles, Quadrilaterals, Circles
  - Perimeter
  - Area
  - Three Dimensional Figures
- Lesson IV. Unit 2 Test/Examination

### Unit III

- Lesson I. Statistics and Probability
  - Finding the Mean
  - Finding the Median
  - Finding the Mode
  - Finding Averages of Weighted Quantities
  - Probability
- Lesson II. Graphs
  - Bar
  - Line
  - Circle
  - Pictographs
- Lesson III. Ratio and Proportion
  - Simplifying Ratios
  - Solving Problems
  - Proportion
  - Solving Proportion Word Problems
- Lesson IV. Unit 3 Test/Examination

### Unit IV

- Lesson I. Rate, Time and Distance
  - Formulas for Finding the Rate, Time and Distance
  - Combined Rates
  - Average of Two Rates
  - Gasoline Rates
- Lesson II. Interest and Compound Interest Formulas
  - Finding the Interest and Interest Rate
  - Finding the Time and the Principal
  - Compound Interest
  - Bank Discounts
- Lesson III. Taxation
- Lesson IV. Unit 4 Test/Examination

### Unit V

- Lesson I. Profit and Loss
  - Basic Formulas
  - Trade Discounts
  - Multiple or Series Discounts
  - Payrolls
    - Overtime
    - Commissions
    - Deductions
- Lesson II. Work Problems
  - Three Basic Terms and Unit of Time and Work
  - The Reciprocal of Time and Work
  - People Working at the Same Rates and Unequal Rates
  - Finding the Work Time of Individuals or Many Workers
- Lesson III. Tank Problems
  - The Reciprocal Formula for Unit Time
  - Using One Action of Water
  - Using Two Actions of Water
- Lesson IV. Unit 5 Test/Examination

### Unit VI

- Lesson I. Signed Numbers
  - Operation Rules
  - Order of Operations
- Lesson II. Algebra
  - Algebraic Expressions
  - Simplifying Expressions
- Lesson III. Algebraic Equations
  - One-Step Equations
  - Multi-Step Equations
  - Substitutions
  - Inequalities
  - Word Problems
- Lesson IV. Unit 6 Test/Examination

### Unit VII

- Lesson I. Number Sequences-Arithmetic, Geometric, Miscellaneous
- Lesson II. Quantitative Reasoning
  - Number Relationships
  - Visual Problems
- Lesson III. Unit 7 Test/Examination

## Section III - 4 Units

### Unit I

- Lesson I. Word List and Definitions to Expand Your Vocabulary
- Lesson II. Analogies
  - Types of Analogies
  - Examples
- Lesson III. Common Prefixes, Suffixes and Root Words
- Lesson IV. Synonyms and Antonyms
- Lesson V. Unit 1 Test/Examination

### Unit II

- Lesson I. Twelve Spelling Rules and Examples of Each
  - The Most Commonly Misspelled Words
  - Words Often Confused
- Lesson II. Grammar Rules
  - Nouns, Verbs and Subject-Predicate Agreement
  - Articles
  - Pronouns
- Lesson III. Additional Parts of Speech
  - Verbs and Tenses
  - Adverbs
  - Plural Nouns and Foreign Words
  - Adjectives
    - Degrees of Comparison
    - Irregular Adjectives
- Lesson IV. Unit 2 Test/Examination

### Unit III

- Lesson I. Punctuation and Capitalization
  - Commas, Semi-Colons, Colons
  - The Apostrophe
  - Quotation Marks
  - Capitalization
- Lesson II. Grammar Review
- Lesson III. Writing Style and Commonly Misused Verbs & Words
- Lesson IV. Unit 3 Test/Examination

### Unit IV

- Lesson I. Sentence Completion Questions
  - Choosing the Best Answer
  - Strategy for Sentence Completion Questions
- Lesson II. Reading Comprehension and Reasoning
  - Main Idea, Detail, Inferential and Vocabulary Questions
  - Reading Comprehension Strategies
  - Sample Passages
- Lesson III. Unit 4 Test/Examination

## Section IV - 2 Units

### Unit I

- Lesson I. Working for the U.S. Postal Service
  - U.S. Postal Job Titles
  - Qualifications and Requirements
  - Veteran's Preference
- Lesson II. How to Apply for the Postal Exam 473/473-C
  - Websites
  - The Application Form

### Unit II

- Lesson I. The Postal Exam Contents
  - Part A: Address Checking
    - Categories
    - Sample Test, Questions & Answers
    - Test for Part A
  - Lesson II. Part B: Forms Completion
    - Types of Forms
    - Sample Test, Questions & Answers
    - Test for Part B
  - Lesson III. Part C: Coding and Memory Tests
    - Techniques for Memorizing Codes
    - Sample Test, Questions & Answers
    - Test for Part C in Coding and Memory
  - Lesson IV. Part D: Inventory of Personal Characteristics and Job Experience
    - Three Types of Questions
    - How to Answer Correctly and Honestly

## Section V - 1 Unit

### Unit I

- Lesson I. Introduction
  - Alphabetical Order: 16 Filing Rules
- Lesson II. Different Types of Clerical Questions
  - Placement Questions
  - Name and Number Questions
  - Observation Questions
- Lesson III. Clerical Aptitude Test

## Section VI - 3 Units

### Supplemental Reading I

- Government Related Words and Terminology

### Supplemental Reading II

- Motivational and Inspirational Readings

### Supplemental Reading III

- The Semantic Discipline

## Section VII - 2 Units

### Trivia I

- Math

### Trivia II

- History and Government