

## Syllabus

# PLATO Course Principles of Law, Public Safety, Corrections, and Security, Semester B

## Course Overview

This one-semester course is intended as a practical, hands-on guide to help you understand the personal, professional, and technological skills required by professionals working in the field of law, public safety, corrections, and security. This course has 12 lessons organized into three units, plus three Unit Activities. Each lesson contains one or more Lesson Activities.

This course covers communication skills, math skills, and work ethics. It also covers job acquisition skills, career advancement skills, and other important professional skills and qualities required at the workplace.

You will submit the Unit Activity documents to your teacher, and you will grade your work on the Lesson Activities by comparing them with the given sample responses. The Unit Activities (submitted to the teacher) and the Lesson Activities (self-checked) are the major components of this course. There are other assessment components, namely the mastery test questions that feature along with the lesson; the pre- and post-test questions that come at the beginning and end of the unit respectively; and an end-of-semester test. All of these tests are a combination of simple multiple-choice questions and technology enhanced (TE) questions.

## Course Goals

This course will help you meet the following goals:

- Learn effective communication and math skills.
- Examine positive work ethics.
- Learn teamwork skills, critical thinking, and problem-solving and conflict resolution skills.
- Explore career-related skills such as job acquisition skills, lifelong learning strategies, and career advancement skills.
- Learn the proper use of job-specific technologies and the Internet.
- Use word processing software and spreadsheet programs.

## Prerequisite Skills

PLATO Course Principles of Law, Public Safety, Corrections, and Security, Semester B has the following prerequisites:

- basic computer skills
- basic math knowledge
- ability to visualize and apply creativity and innovation
- familiarity with the writing process and following guidelines
- ability to structure and process information

## General Skills

To participate in this course, you should be able to do the following:

- Perform basic operations on a computer.
- Perform online research using various search engines and library databases.
- Communicate through email and participate in discussion boards.

*For a complete list of the general skills required for participation in online courses, refer to the Prerequisites section of the Plato Student Orientation document, found at the beginning of this course.*

## Credit Value

PLATO Course Principles of Law, Public Safety, Corrections, and Security, Semester B is a 0.5-credit course.

## Course Materials

- Notebook
- Computer with Internet connection and speakers or headphones
- Microsoft Word or equivalent
- Microsoft Excel or equivalent
- Microsoft PowerPoint or equivalent

## Course Pacing Guide

This course description and pacing guide is intended to help you stay on schedule with your work. Note that your course instructor may modify the schedule to meet the specific needs of your class.

### Unit 1: Personal Skills

#### Summary

In this unit, you'll learn strategies for reading, writing, and reviewing workplace documents. You'll analyze verbal and nonverbal cues and learn to communicate effectively during meetings and presentations. You'll learn to use and analyze tables, charts, and figures in workplace documents. You'll also learn to apply math skills.

Day	Activity / Objective	Type
1 day 1	<b>Syllabus and Plato Student Orientation</b> <i>Review the Plato Student Orientation and Course Syllabus at the beginning of this course.</i>	Course Orientation
6 days 2-7	<b>Reading and Writing</b> <i>Demonstrate effective reading and writing skills by reading and interpreting workplace documents and writing clearly.</i>	Lesson
6 days 8-13	<b>Speaking and Listening</b> <i>Demonstrate effective speaking and listening skills by communicating effectively with customers and employees and following directions.</i>	Lesson
6 days 14-19	<b>Math and Science Skills</b> <i>Demonstrate mathematics skills by using mathematical reasoning to accomplish tasks.</i>	Lesson
1 day 20	<b>Para Jumble</b>	Game
4 days 21-24	<b>Unit Activity/Threaded Discussion—Unit 1</b>	Unit Activity
1 day 25	<b>Post-test—Unit 1</b>	Assessment

## Unit 2: Professional Skills

### Summary

In this unit, you'll learn identify positive work ethics and desirable personal traits and work attitudes. You'll examine the characteristics of successful teams. You'll also learn the fundamental steps to help you analyze and find solutions to a problem. In addition, you'll examine the reasons for workplace conflicts and learn techniques to avoid them. Finally, you'll learn career-related skills such as using social and technology platforms to look for jobs, creating a good resume and portfolio, and adopting lifelong learning strategies.

Day	Activity/Objective	Type
5 days: 26–30	<b>Positive Work Ethics</b> <i>Demonstrate a positive work ethic by coming to work every day on time, a willingness to take direction, and motivation to accomplish the task at hand.</i>	Lesson
5 days: 31–35	<b>Teamwork</b> <i>Demonstrate teamwork skills by contributing to the success of the team, assisting others, and requesting help when needed.</i>	Lesson
6 days: 36–41	<b>Critical Thinking and Problem Solving</b> <i>Demonstrate critical-thinking and problem-solving skills by analyzing and resolving problems that arise in completing assigned tasks.</i>	Lesson
6 days: 42–47	<b>Conflict Resolution</b> <i>Demonstrate conflict-resolution skills by negotiating diplomatic solutions to avoid interpersonal and workplace issues.</i>	Lesson
6 days: 48–53	<b>Job Acquisition and Advancement</b> <i>Demonstrate job acquisition and advancement skills by preparing to apply for a job and seeking promotion.</i>	
5 days: 54–58	<b>Lifelong Learning</b> <i>Demonstrate lifelong learning skills by continually acquiring new industry-related information and improving professional skills.</i>	
1 day: 59	<b>Space Jumble</b>	Game
4 days: 60–63	<b>Unit Activity/Threaded Discussion—Unit 2</b>	Unit Activity
1 day: 64	<b>Post-test—Unit 2</b>	Assessment

## Unit 3: Technological Skills

### Summary

- In this unit, you'll learn job-specific technology trends and the ethical use of job-specific technologies and resources. You'll use word processing software to create business documents and use databases to generate reports. You'll explore email programs that allow users to share files and information. Finally, you'll learn to use the Internet safely in the workplace and identify potential risks associated with the improper use of the Internet.

Day	Activity/Objective	Type
6 days: 65–70	<b>Job-Specific Technologies</b> <i>Demonstrate proficiency with job-specific technologies by selecting and safely using technological resources to accomplish work responsibilities in a productive manner.</i>	Lesson
6 days: 71–76	<b>Information Technology</b> <i>Demonstrate proficiency with information technology by using computers, file management techniques, and software programs effectively.</i>	Lesson
6 days: 77–82	<b>Internet Use and Security</b> <i>Demonstrate proper Internet use and security by using the Internet appropriately for work.</i>	Lesson
1 day: 83	<b>Thwack-a-Mole</b>	Game
4 days: 84–87	<b>Unit Activity/Threaded Discussion—Unit 3</b>	Unit Activity
1 day: 88	<b>Post-test—Unit 3</b>	Assessment
1 day: 89	<b>Semester Review</b>	
1 day: 90	<b>End-of-Semester Test</b>	Assessment