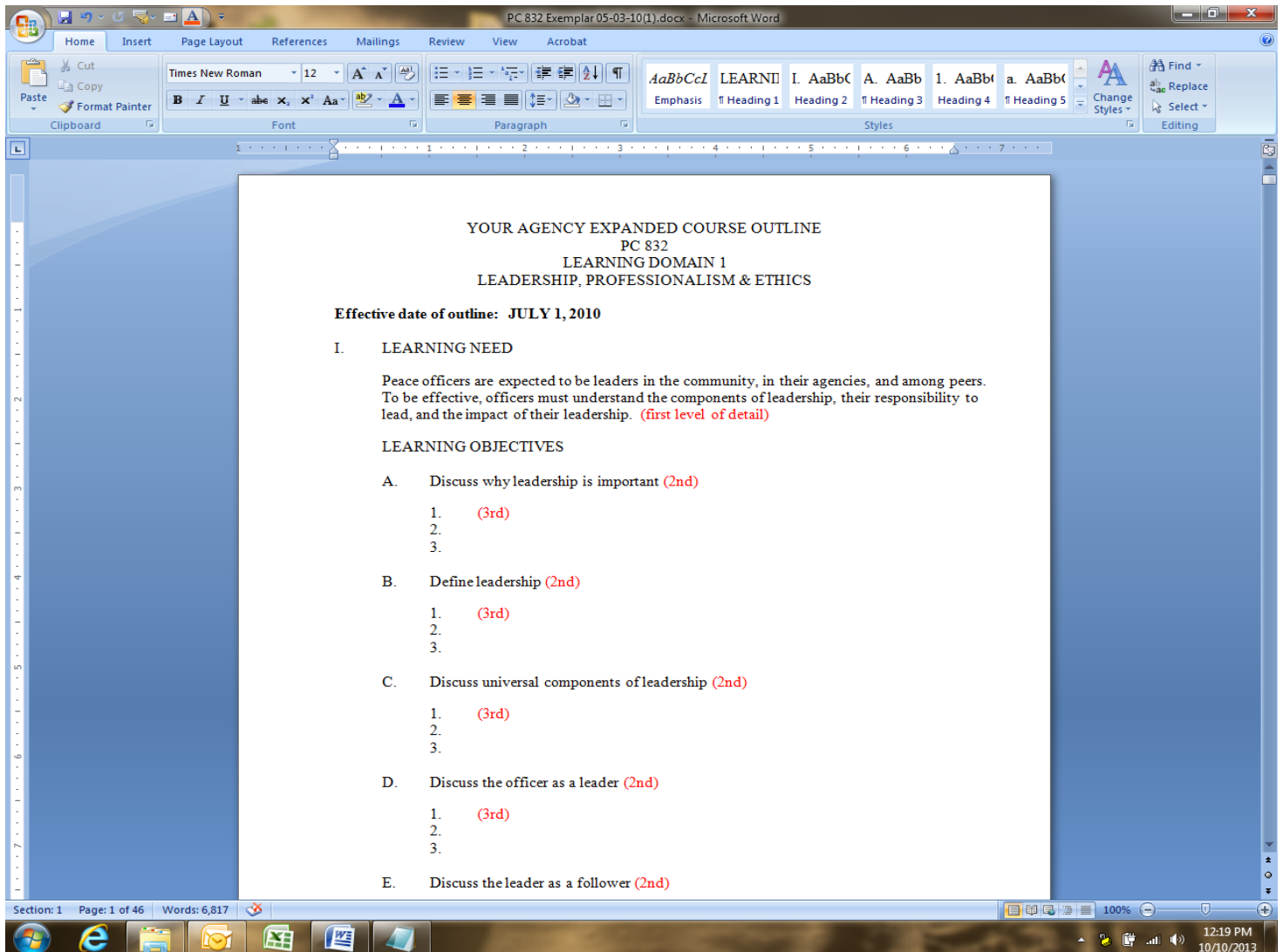


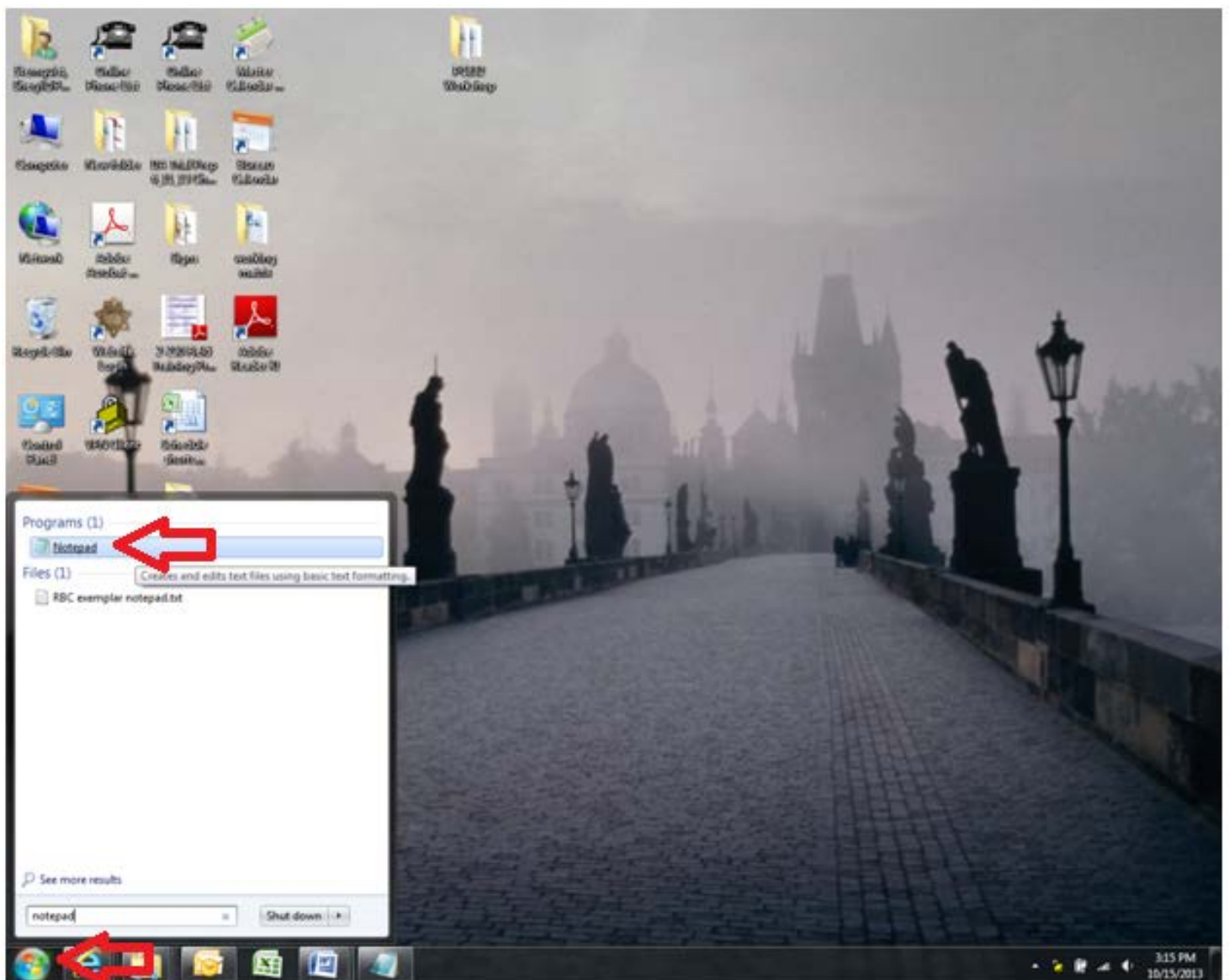
# Presenter Specific Expanded Course Outline

## Migration Tool

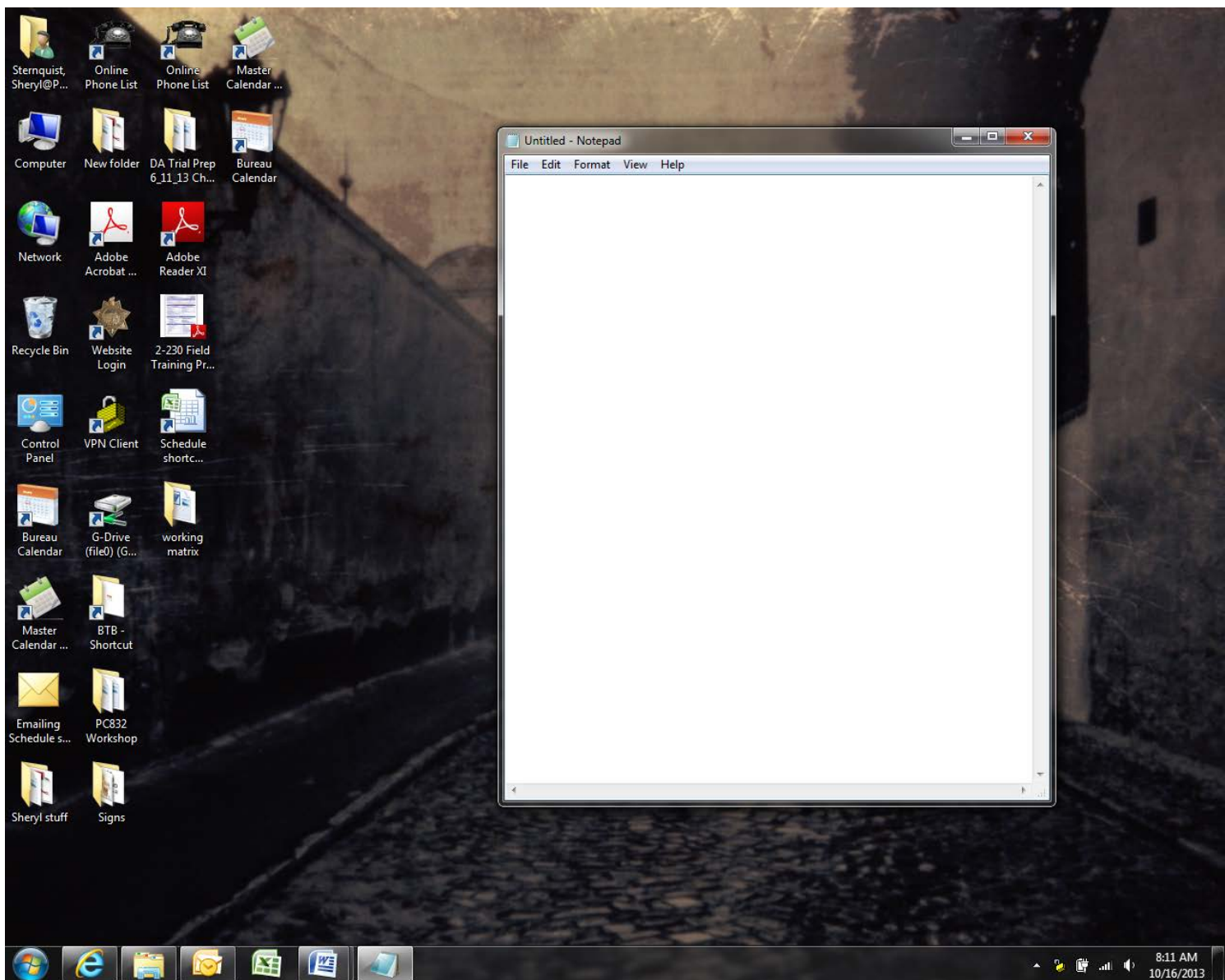
How to copy and paste from your agency Expanded Course Outline to new POST Expanded Course Outline.

Open your agency Expanded Course Outline (ECO) in Word.

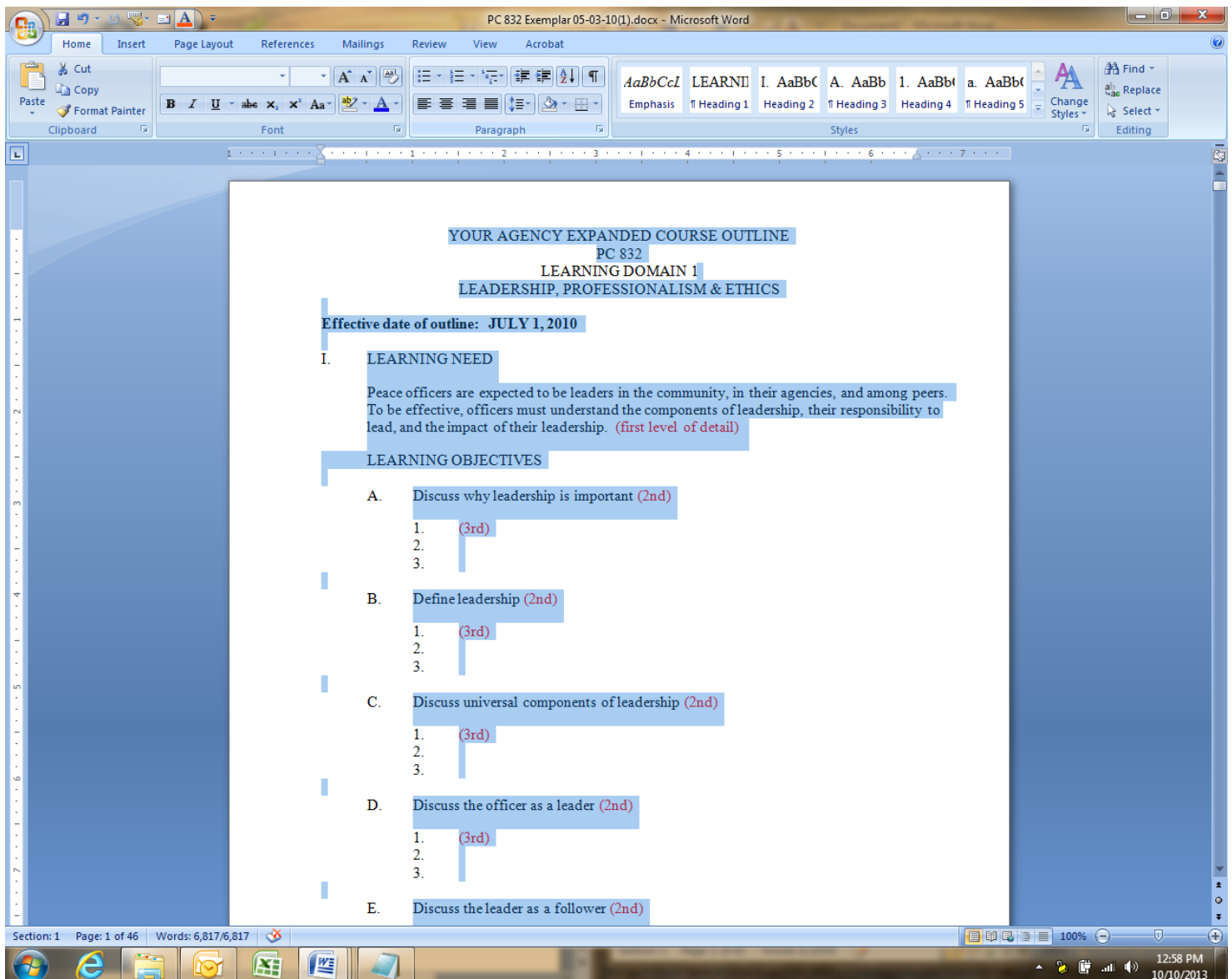




Click on the Start button in the lower left corner and type “notepad” in the search field. Click on Notepad to open this program.



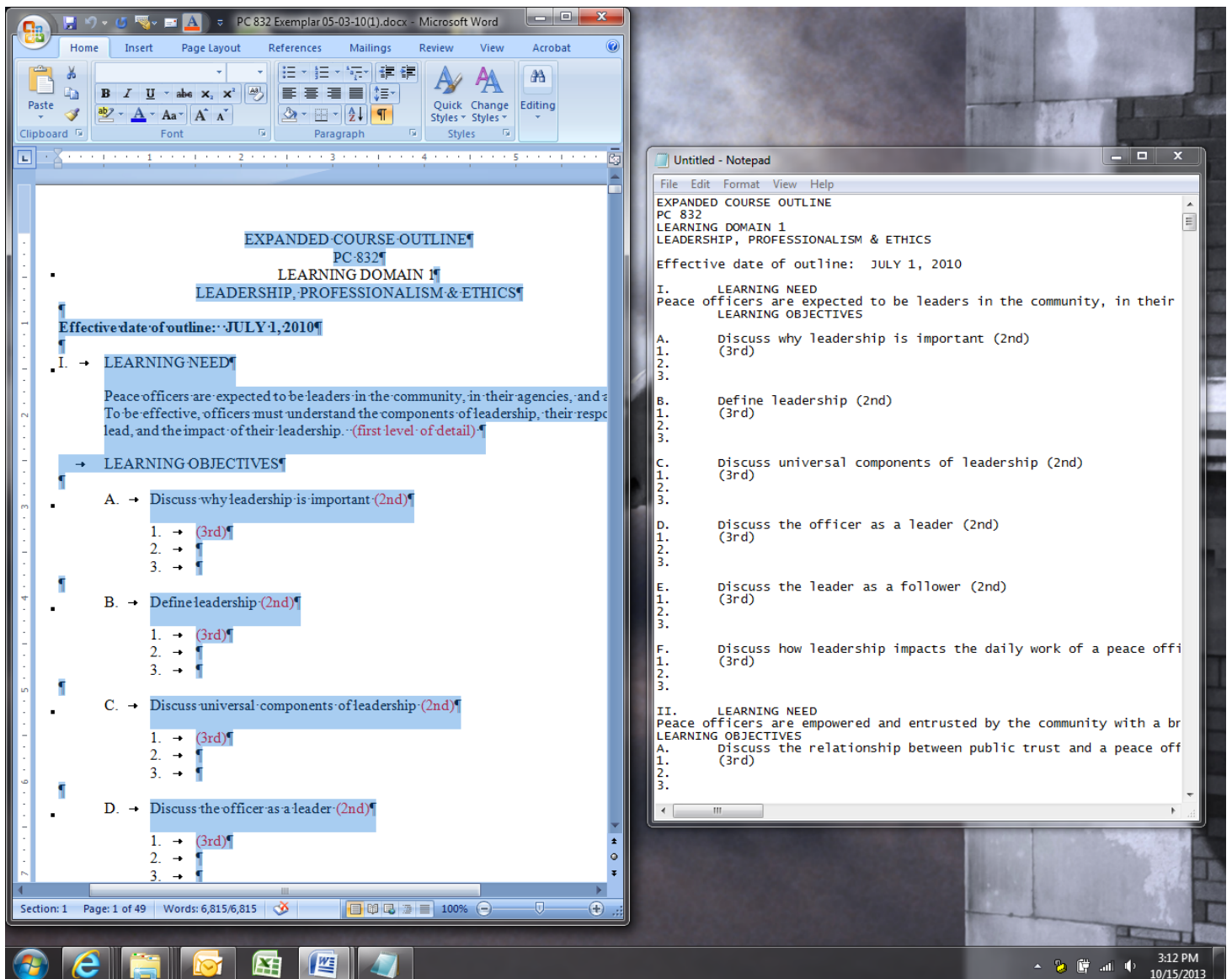
Notepad will open with a blank document.



Return to your Agency ECO, select all wording to copy (Ctrl A), then copy (Ctrl C) and paste (Ctrl V) into the blank Notepad page.

Windows program key combinations:

- CTRL+C: Copy
- CTRL+X: Cut
- CTRL+V: Paste
- CTRL+Z: Undo
- CTRL+B: Bold
- CTRL+U: Underline
- CTRL+I: Italic



After copy and paste, have Notepad and ECO side by side on desktop.

From the Basic Course Informational Website open the new POST Expanded Course Outline Exemplars for your chosen course.

The screenshot shows a web browser window with the URL <https://edinet.post.ca.gov/basiccourse/outline.aspx>. The page features a navigation menu on the left with options like Home, Workbooks, Report of Item Errors, Scenario Tests, Consortium, BC Task Force, Testing, Publications, Expanded Course Outline (highlighted), Lesson Planning, BCCR, Staff Directory, and Logout. The main content area is titled "BASIC COURSE EXPANDED COURSE OUTLINE EXEMPLARS" and includes a "PRESENTED BY" logo for POST. The text explains that the expanded course outline exemplars are provided to assist Basic Course Presenters in developing expanded course outlines to the third level of detail pursuant to POST regulation 1053 (a) (4). It also states that the first two levels of detail as shown in the exemplars are an exact reiteration of the Training and Testing Specifications for all 42 learning domains found in the Basic Course. The presenter is obligated to provide an Expanded Course Outline minimally to the third level of detail and additional levels as warranted. The main source document for the third level of detail is the student workbook and presenters may use other source documents. All agency specific learning objectives must be minimally listed to the third level of detail.

**Instructions for using the Basic Course Outline Exemplars**

- The exemplar should be saved to the user's computer file to enable editing the document.
- The third, fourth or fifth levels of detail must be inserted into the document by the presenter.
- All presenter-specific learning objectives must be included minimally to the third level of detail.
- Once completed the presenter must save the file as an RTF.
- The final RTF file can be included in the course certification package and submitted to POST via EDI.

Each exemplar maintains the formatting provided in the Training and Testing Specifications for Peace Officer Basic Courses (TTS) verbatim which ensures consistency between the TTS and the various courses.

Presenters requiring assistance with the exemplar documents can contact the POST Basic Course Coordinator at 916-227-3454.

Basic Course Outline Exemplars	
Effective August 1, 2013	
Regular Basic Course / Standard Format	<a href="#">Download DOC</a>
Level III Module	<a href="#">Download DOC</a>
Level II Module	<a href="#">Download DOC</a>
Level I Module	<a href="#">Download DOC</a>
Requalification Course	<a href="#">Download DOC</a>
PC832 Course	<a href="#">Download DOC</a>

Back to Top of Page

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After selecting course it will open in Word.

PC\_832\_Exemplar-9-2013.docx - Microsoft Word

Home Insert Page Layout References Mailings Review View Acrobat

Times New Roman 12 A A

Normal No Spacing Heading 1 Change Styles Editing

Clipboard Font Paragraph Styles

EXPANDED COURSE OUTLINE  
PC-832 ARREST AND FIREARMS COURSE  
LEARNING DOMAIN  
LEADERSHIP, PROFESSIONALISM & ETHICS  
Updated 8/1/13  
Effective date of outline: → AUGUST 1, 2013  
I. → LEARNING NEED  
Peace officers are expected to be leaders in the community, in their agencies, and among peers. To be effective, officers must understand the components of leadership, their responsibility to lead, and the impact of their leadership.  
LEARNING OBJECTIVES  
A. → Discuss why leadership is important  
1. →  
2. →  
3. →  
B. → Define leadership  
1. →  
2. →  
3. →  
C. → Discuss universal components of leadership  
1. →  
2. →  
3. →  
D. → Discuss the officer as a leader  
1. →  
2. →  
3. →  
E. → Discuss the leader as a follower

Section: 1 Page: 1 of 42 Words: 6,525 100%

ca.gov

PRESENTED BY POST Print Instructions

PLARS

developing expanded course outlines to

specifications for all 42 learning domains  
the third level of detail and additional levels  
may use other source documents. All

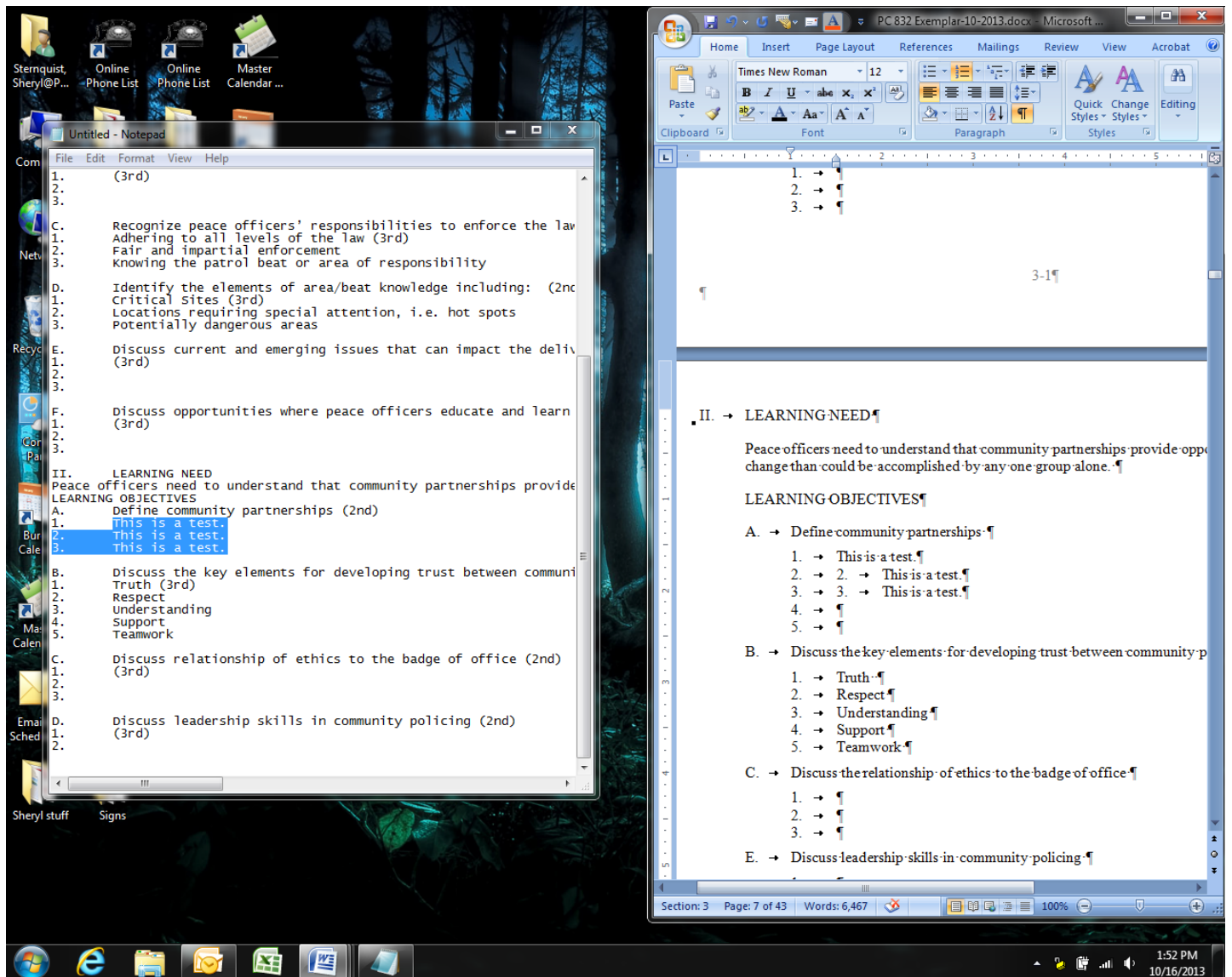
for Basic Courses (TTS) verbatim which

ator at 916-227-3454.

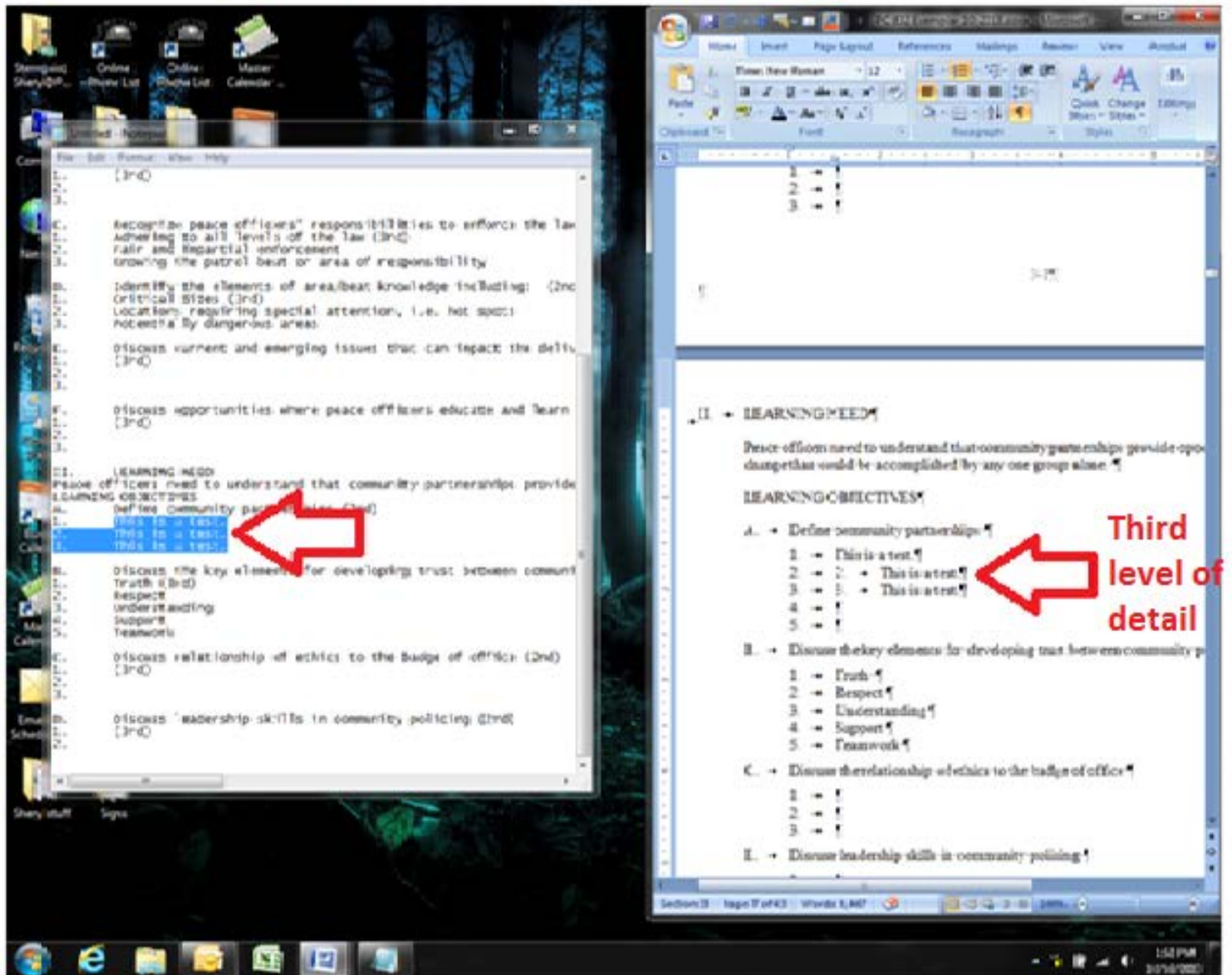
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10/16/2013



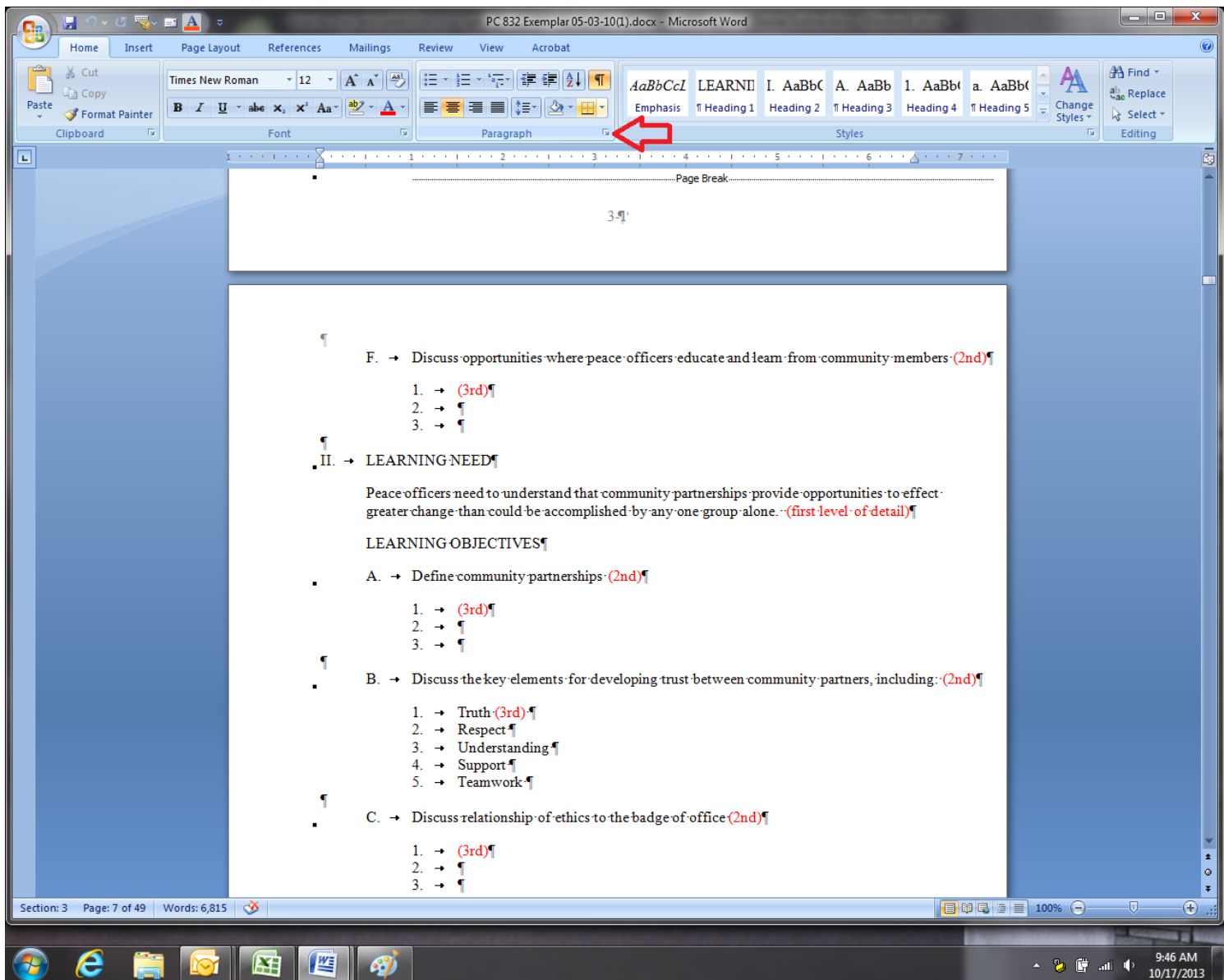


After opening the POST ECO, place the Notepad version of your Agency ECO and the newly opened POST ECO side by side on your desktop screen.

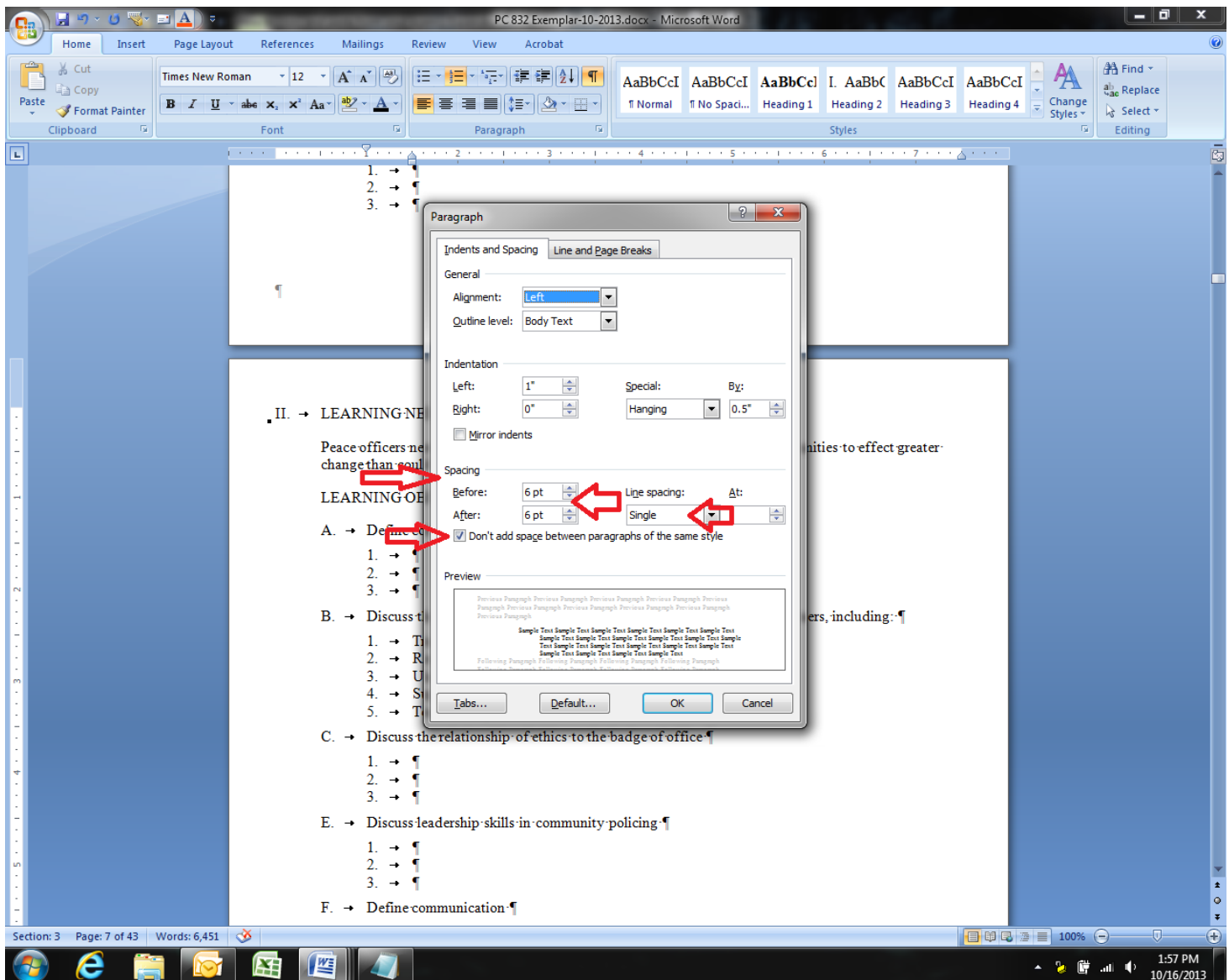


Notice Notepad has removed all formatting from your Agency ECO. To copy your text into the POST Exemplar select the text to be copied without selecting the first number in the series. Paste the text into the numbered section in the first position (see above). After pasting copied text into the POST Exemplar, you will notice added numbers in the series of numbers. Remove the added series numbers 2, 3, 4, and 5.

If there are spacing discrepancies, go to the Home tab and then the Paragraph section. Click on the drop down arrow in the right bottom corner



Be aware that the spacing may need to be adjusted. Within the spacing section dropdown you can change the settings to match the POST exemplar settings.



Spacing section:

Before: 6 pt

After: 6 pt

Line Spacing: Single

Check box: Don't add space between paragraphs of the same style. This box can either be checked or unchecked depending on where wording is in the document.