

**MAYLAND COMMUNITY COLLEGE  
Welcomes You To:**

**CJC 100  
Basic Law Enforcement Training  
18 Credit Hours and 602 Contact Hours**

**Fall 2005**

**Course Description**

This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study, legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon completion, the student will be able to demonstrate competence in topics and areas required for the state comprehensive certification examination. *This is a certificate-level course.*

**Prerequisites:** None

**Corequisites:** None

**Instructor Information**

**Instructor:** Timothy Joel Duncan  
**Office Location:** MCC – Public Safety Building  
**Telephone Number:** 828-765-7351 ext 387  
**E-mail Address:** tduncan@mayland.edu  
**Office Hours:** Monday thru Friday – 2:00 pm to 5:00 pm

**Course Information**

**Class Meets:** MTWTH 6:00pm to 10:00pm

**Required Text(s):** BLET Manual  
Arrest, Search & Investigation Book  
Supplement Book  
North Carolina Crimes Book  
NC Criminal Law & Motor Vehicle Book

**LRC Resources:** None

**Required supplies:** Uniform Required

**Course Objectives/Competencies:**

1. Accomplish the minimum guidelines set forth for Basic Law Enforcement Training by the North Carolina Criminal Justice Training and Standards Commission to enable the student to be eligible for the state exam.

2. Gain the knowledge of an inexperienced police patrol officer ready for field training.
3. Score a minimum of 70% on the state mandated exam for certification as a law enforcement officer.

**Attendance Policy/Tardiness/Make-Up Work:** Student may not miss more than 5% of class hours per rules of the North Carolina Criminal Justice Training and Standards Commission.

**Grading Criteria/Tests/Projects:** N/A

**Grading Scale:** Student must score a minimum of 70% on all 33 end of block tests. Student must score a minimum of 70% on all six units of the state administered exam.

**Inclement Weather Procedures:** CJC 100 will follow the college's policy concerning inclement weather.

**Academic Standards/Student Expectations/Ethics:**

Students are expected to maintain high professional, ethical and legal characteristics during the training. These characteristics are essential for law enforcement officers and violations including, but not limited to, academic dishonesty, will not be tolerated.

**Withdrawal Dates:** N/A

**The following ADA statement: Any student requesting special accommodations for this course due to a disability should apply for services through the SOAR Office or the Counseling Center, which will document the disability. A counselor will then help determine which accommodations, if any, the student needs for success in this course.**

### **Course Outline/Weekly Topics**

See Attached Calendar