



Continuing Education

St. Louis County and Municipal Police Academy

◀ Program Announcement ▶

AZTEC LEARNING SYSTEMS COMPUTER-BASED WORKSHOPS

GRAMMAR - PUNCTUATION - READING - SPELLING - VOCABULARY

- WRITING - CRITICAL THINKING WORKSHOP - OFFICE SKILLS

The Aztec Learning Systems computer-based training system is designed to provide assessment and training for adult learners who need to improve their basic learning, critical thinking and communicating skills. While providing basic skills training, this program in no way talks down to the learner. This is a program for adults who want to enhance their job skills.

At the advanced levels, college-level skills can be achieved.

Listed below are the topics available. Participants can be signed up for any of the modules. Most take between two and four hours per section (basic, advanced, etc.) to complete. See the attached special registration sheet for details. Diagnostic testing is provided, so the participant is directed to only the material he or she needs.

- Vocabulary (Basic, Intermediate, and Advanced)
- Writing (Basic and Advanced)
- Grammar (Basic and Advanced)
- Spelling (Basic, Intermediate, and Advanced)
- Punctuation (Basic and Advanced)
- Reading (Basic, intermediate, and Advanced)
- Whole Numbers (Addition, Subtraction, Multiplication, Division)
- Fraction & Decimals (Fractions, Decimals, and Changing forms)
- Charts & Graphs
- Math Problem Solving
- Metrics and Common measurements
- Basic Algebra
- Geometry
- Critical Thinking (Basic and Advanced)
- Mechanical Concepts & Spatial Relations
- Office Skills (proofreading, formatting and office skills)
- Medical Vocabulary

Officers needing additional Report Writing assistance can utilize the Writing Module along with basic proofreading. Officers planning on attending an Accident Reconstruction class can utilize the mathematics blocks of instruction to refresh the mathematics skills required for the class. Dispatchers can utilize all the Language Arts Blocks, Telephone and Office Skills in order to enhance the skills required for their duties.

	Session Time – 8:00 a.m. – 12:00 noon			
Grammar Workshop	February 9	May 1	July 31	November 2
Reading Workshop	February 16	May 8	August 7	November 3
Vocabulary Workshop	February 23	May 15	August 14	November 4
Critical Thinking Workshop	February 27	May 22	August 21	November 5
	Session Time – 1:00 a.m. – 5:00 p.m.			
Punctuation Workshop	February 9	May 1	July 31	November 2
Spelling Workshop	February 16	May 8	August 7	November 3
Writing Workshop	February 23	May 15	August 14	November 4
Office Skills Workshop	February 27	May 22	August 21	November 5

WHO SHOULD ATTEND: All Law Enforcement Personnel - Commissioned and Civilian - Technical Studies

ATTENDANCE IS LIMITED TO 10 PARTICIPANTS

To reserve your seat, please mail or fax your Continuing Education Registration Form to be received by 1 week prior to class start date. Reservations will be taken from non-tuition paying departments at a cost of \$25 per seat, and will be placed on standby. Standby seats will be notified if their reservation is accepted, depending upon seat availability. Non-tuition paying departments will be invoiced, whether or not the seat is used, after acceptance of standby notice.

PLEASE USE THE ATTACHED REGISTRATION FORM

ST. LOUIS COUNTY AND MUNICIPAL POLICE ACADEMY

AZTEC SOFTWARE TRAINING FORM



Students Name:	
DSN / Id#:	Class Date
Department Name:	
Social Security:	Rank:

Please check each box for those courses you are interested in completing
 (Fax) 314-863-2317 Phone (314)-889-8600

Designed to aid individuals in the enhancement of their Language Arts skills as required for their position

Areas of Reading (3 Levels)

- Basic Reading (2 to 3 Hours)
 Intermediate Reading (2 to 4 Hours)
 Advanced Reading (2 to 3 Hours)

Areas of Vocabulary (3 Levels)

- Basic Vocabulary (2 to 4 Hours)
 Intermediate Vocabulary (2 to 3 Hours)
 Advance Vocabulary (2 to 3 Hours)

Areas of Spelling (3 Levels)

- Basic Spelling (2 to 4 Hours)
 Intermediate Spelling (2 to 4 Hours)
 Advanced Spelling (2 to 3 Hours)

Writing, Grammar & Punctuation (2 Levels Each)

- Basic Writing (2 to 3 Hours)
 Advanced Writing (2 to 4 Hours)
- Basic Grammar (2 to 4 Hours)
 Advanced Grammar (3 to 5 Hours)
- Basic Punctuation (2 to 4 Hours)
 Advanced Punctuation (2 to 4 Hrs)

Math Courses (7 Areas)

Designed to aid individuals with preparation or enhancement of their mathematics skill (i.e. Accident Reconstruction, Crime Scene)

- Whole #'s (3 to 4 Hours)
 Fractions & Decimals (3 to 5 Hours)
 Rounding, Averages, Ratios & %'s (3 to 4 Hours)
 Locating Information on Graphs & Charts (3 to 5 Hours)
 Metrics and Common Measurements (3 to 5 Hours)
 Solving Math Problems (4 to 6 Hours)
 Geometry (3 to 5 Hours)
 Basic Algebra (3 to 5 Hours)

Other Areas (5 Areas)

Designed for individuals that have identified deficiencies Or would like to enhance their skills in the following Decision making areas.

- Basic Critical Thinking (2 to 4 Hours)
 Advanced Critical Thinking (2 to 4 Hours)
- Office Skills (2 to 4 Hours)
- Mechanical Concepts & Spatial Relations (2 to 4 Hours)
- Medical Vocabulary 3 Levels (5 to 8 Hours)