

<b>S/N</b>	<b>COURSE CONTENT</b>
	<b>WEEK ONE (1)</b>
1	Muster Parade and Foot Drill.
2	Martial Art Training e.t.c.
3	Introduction to Security operations.
4	Code of Ethics and Discipline.
5	Disciplinary Offences
6	Public Relations / Customers Service
7	Who is a customer
8	How to treat a customer
9	Handling difficult visitors and Creating Positive Customer Relation
10	Dealing with Customer Complaints
11	Observation Skills and Memory
12	The Sensory Organs: Eyes, Ears, Nose, Tongue & Body
13	Observation of Vehicle and Persons
14	Patrol Techniques
15	Objectives, patrol equipment, types & system
16	Qualities of a good security guard
17	Security Registers / Books
18	Field note and Report Writings.
19	Access and Egress Control.
20	Beat Duties, Types, Justification for leaving beat
21	Gate Duties : Items and Registers used by security officers in a gate house
	<b>WEEK TWO (2)</b>
1	Muster parade / foot drill, Takwando
2	Searching techniques
3	Roles guiding search
4	Interviewing techniques
5	Executive (VIP) Protection
6	Terrorism
7	Who is a Terrorist, Security role in case of terrorist attack
8	Crime / Investigation Techniques .
9	Handling of Threats
9a	Duties of a security officers during
9b	strike
10	First Aid
11	Objective of first aid, areas to apply first aid. How to apply first aid
12	Control of diseases
13	Fire fighting / Prevention.
14	Classification of fire, The fire
15	Triangle, Fire preventive rules,
16	Causes of fire. Steps to take in event of fire outbreak

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21	COMMUNICATION
22	Ways of communication, Types, Radio
23	Do's and Dont's, Phonetics
24	Alphabets, Numeric Alphabets,
25	Telephone Behavior.
26	Security Risk Situation
27	Identification of Security Risk
28	How to handle security risk situation

### **WEEK THREE (3)**

1	Muster Parade, Foot Drill.
2	Leadership and Leadership Style
3	Protective Locks and Key Control
4	Law enforcement Agencies & Organizations Public / Private Security Organization. Police, Army, Navy, Airforce, Immigration, Customs e.t.c, Knight guards e.t.c
5	Criminal Code and its interpretations offences, types, classification, parties to an offence, stealing, breaking & entry, Burglary and house breaking, Assault, Evidence Act
6	Organized Crime and Corruption
7	Crime Investigation
8	Fraud in an Organization
9	Arrest and Arrest Procedures
10	Alarm System, Security Audit
11	Loss Prevention
12	Security in Banking, Industrial, Residential environments.
13	Security in oil and Gas Industry.
14	Terrorism & Criminality

### **WEEK FOUR (4)**

1	Muster Parade, Endurance and Physical Training
2	Security Investigation
3	Crowd Control
4	Use of PR 24, Demonstration , Riot, Disaster, Causes of Crowd Formation, Types, Crowd Control Measures, Duties of Security officer in crowd control.
5	Traffic Control
6	Substance Abuse, Harzardous Materials
7	Current Affairs
8	Identification of Security Risks Situation
9	Test
10	Passing out Parade ( POP)