



Continuing Education

St. Louis County and Municipal Police Academy

◀ Program Announcement ▶

CORELDRAW

The C.M.P.A. is offering an introductory course in the use of CorelDraw. **This class assumes some limited experience in using a computer.** Learners who have had no experience in the use of a computer, and those who have found computer use difficult, should attend the Windows Operating Systems Course before attending this class.

Classes are POST certified for four hours of technical skills training. Through explanations, demonstrations and live practice sessions, it teaches the basics of the *CorelDraw Application* program.

Topics include:

- Introduction into creating and modifying images.
- How to identify the overall screen layout and features of CorelDraw and how to work with Windows and Windows controls, including menus, toolbars, buttons and icons.
- A practical instruction to creating images using build-in features, objects and effects.
- Identify and utilize features using Objects, Flyouts and Rollups.
- Create and modify images including size, file type and color ..
- How to print and save your images.

An Academy computer instructor will instruct the student through lecture, demonstration and practical exercises.

Session: One

Date(s): June 26, 2009

Time: 8:00 a.m. - 12:00 noon

Place: St. Louis County and Municipal Police Academy
1266 Sutter Avenue
Wellston, MO 63133-1934

The course is open to all police department personnel – administrators, commissioned officers, non-commissioned personnel and clerical personnel.

12 Seats Per Session

To reserve your seat, please mail or fax your Continuing Education Registration Form. Reservations will be taken from non-tuition paying departments at a cost of \$25 per seat. 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 REGISTRATION FORM ON THE BACK



Continuing Education

St. Louis County and Municipal Police Academy

< Registration Form >

PROGRAM: CORELDRAW - **Session:** One

TRAINING DATE(S): June 26, 2009

Please circle date or indicate date by registrant(s) name

TRAINING TIMES: 8:00 a.m. - 12:00 noon

TRAINING LOCATION: St. Louis County and Municipal Police Academy
1266 Sutter Avenue
Wellston, MO 63133-1934

INITIAL SEATS PER DEPT: One - all others standby. Prioritize names on list below. (1) will be registered first, then (2), etc. Please use this form to register employees for the above listed program only. Return the form to arrive at the C.M.P.A. by one week prior to class start date. All forms must be submitted through the appropriate department training officer. No individual registrations will be accepted. Check your department procedures. ***Please note request for employee's email address.***

(PLEASE TYPE OR PRINT CLEARLY)

PRIORITY

1. NAME: _____ DSN: _____

RANK: _____ SSN: _____ - _____ - _____ EMPLOYEE'S EMAIL: _____

2. NAME: _____ DSN: _____

RANK: _____ SSN: _____ - _____ - _____ EMPLOYEE'S EMAIL: _____

3. NAME: _____ DSN: _____

RANK: _____ SSN: _____ - _____ - _____ EMPLOYEE'S EMAIL: _____

4. NAME: _____ DSN: _____

RANK: _____ SSN: _____ - _____ - _____ EMPLOYEE'S EMAIL: _____

Authorized Training Registrar: _____
(must sign here)

Print or type Registrar's Name: _____ Title: _____

Department: _____ Phone: _____ - _____

Registrar Return:	By Mail:	St. Louis County and Municipal Police Academy Continuing Education / Registration 1266 Sutter Avenue Wellston, MO 63133-1934	By FAX: 314-863-2317
			Questions call: 314-889-8600