



Continuing Education

St. Louis County and Municipal Police Academy

◀ Program Announcement ▶

BASIC KEYBOARD STARTER FOR TYPING

The C.M.P.A. is offering an introductory refresher course for individuals that need help in learning to type. It is a beginning level class that is designed to help individuals that have no typing skills or have a slow typing speed.

Topics include:

- Typewriter Verses Computer Keyboard
- Basic Concepts of Typing
- Correct Finger and Hand Placement
- Correct Finger Usage
- Key Practice Exercises
- On-line Help Demo
- On-line testing Demo

Session: One, Two, Three & Four

Date(s): May 15 July 16 September 15 November 16, 2009

Time: 8:00 a.m. - 10:00 a.m.

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

WHO SHOULD ATTEND: Commissioned & Non-Commissioned Personnel - Technical Studies

ATTENDANCE IS LIMITED TO 12 PARTICIPANTS

To reserve your seat, please mail or fax your Continuing Education Registration Form to be received one 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 REGISTRATION FORM ON THE BACK



Continuing Education

St. Louis County and Municipal Police Academy

< Registration Form >

PROGRAM: BASIC KEYBOARD STARTER FOR TYPING - **Session:** One, Two, Three & Four

TRAINING DATE(S): May 15 July 16 September 15 November 16, 2009

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

TRAINING TIMES: 8:00 a.m. - 10:00 a.m.

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

INITIAL SEATS PER DEPT: Two - 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