



Continuing Education

St. Louis County and Municipal Police Academy

◀ Program Announcement ▶

INTRODUCTION TO MICROSOFT PRODUCER

The C.M.P.A. is offering an introductory course in the use of the producing PowerPoint into presentations for web based applications. **This class requires the students attend Introduction and Advanced classes in Microsoft Powerpoint and are proficient in the PowerPoint application and the Internet Explorer browser.**

Through explanations, demonstrations and live practice sessions, it teaches the basics skills for creating a web page presentation through use of Microsoft Producer.

Topics include:

- System Requirements for the Producer application
- Importing Slides, and Sound to your presentation
- Utilizing Sound and Video within your presentation
- Viewing your produced presentation

The course provides the student with basic introductory instructions for producing and maintaining a web paged presentation and will be geared for the slower student.

Session: One & Two

Date(s): March 27, 2009 and September 24, 2009

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

Place: St. Louis County and Municipal Police Academy

1266 Sutter Avenue

Wellston, MO 63133-1934

WHO SHOULD ATTEND: Commissioned/Noncommissioned 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: INTRODUCTION TO MICROSOFT PRODUCER - **Session:** One & Two

TRAINING DATE(S): March 27, 2009 and September 24, 2009

Please indicate circle date or 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: 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