



# Continuing Education

## St. Louis County and Municipal Police Academy

### ◀ Program Announcement ▶

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## SCANNING & MANIPULATING IMAGES USING PHOTOSHOP

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The C.M.P.A. is offering an introductory course in the use of Adobe Photoshop elements. **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 *Adobe PhotoShop* program.

Topics include:

- Introduction into scanning and acquiring images from Digital Cameras and Scanners.
- How to identify the overall screen layout and features of PhotoShop 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
- Add special effects to your image ie. Cloning, Collaging, Transposing..
- How to print and save your images.

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

**Session:** One & Two

**Date(s):** February 23, 2009 and August 5, 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 – Technical Studies**  
**6 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:** SCANNING & MANIPULATING IMAGES USING PHOTOSHOP - **Session:** One & Two

**TRAINING DATE(S):** February 23, 2009 and August 5, 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: \_\_\_\_\_ - \_\_\_\_\_

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