



Continuing Education

St. Louis County and Municipal Police Academy

◀ Program Announcement ▶

INTRODUCTION TO COMPUTERS XP

Classes are POST certified for four hours of technical skills training. The first hour is an overview of how computers work. Our purpose is to ease any "phobias" regarding computer operations. Through examples, explanations, and live practice sessions students learn the principles of computing.

This class is designed for first-time users who have never worked on a computer and have had difficulty grasping the use of the Windows Operating System. The "Introduction to Computers" class will give the student an overview look of the XP operating system and cover those programs included in the purchase of any computer.

Areas covered include:

- overcoming fear of the computer
- how to use a mouse
- how to use basic computer controls
- how to permanently store information in a computer
- how to retrieve information from a computer
- Overview of the XP operating system

An academy instructor will teach the class at a speed equivalent to the learning capability of the class.

Please bring paper and pen / pencil to take notes.

Time is allotted in class for **some** hands-on exercises and any additional questions or explanations needed.

Please note: This class is primarily for personnel who have never used a computer before or have a limited understanding of the operating system. This class covers those areas of a computer that are included in the operating system such as creating , modifying folders, Control Panel Options, Basic Computer software.

Session: One, Two, Three, Four, Five & Six

Date(s): January 6 March 10 May 6 July 10 September 4 November 6, 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: The course is open to all police department personnel - administrators, commissioned officers, reserve officers, dispatchers and clerical personnel.

ATTENDANCE IS LIMITED TO 6 PARTICIPANTS

To reserve your seat, please mail or fax your Continuing Education Registration Form to be received one week before the 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 COMPUTERS XP - **Session:** One, Two, Three, Four, Five & Six

TRAINING DATE(S): January 6 March 10 May 6 July 10 September 4 November 6, 2009

Please circle date or indicate date by registrants(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 before the 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