



John H. Stamler Police Academy

1776 Raritan Road, Scotch Plains, New Jersey 07076

Telephone **908.889-6112** ♦ FAX **908.889.6359**

www.ucnj.org/prosecutor

Computer Proficiency Courses

Schedule for Spring and Fall 2010



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Telephone **908.889-6112** ♦ FAX **908.889.6359**

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Microsoft Access for Law Enforcement I (Basic)

20.0 COMPUTER COMPETENCY

Friday, March 26, 2010 -- 9:15 a.m. to 4:15 p.m.

OR

Friday, October 28, 2010 -- 9:15 a.m. to 4:15 p.m.

Instructor: Steve Gilbert, Union County College

In this course, explore database concepts and plan and design a simple database. Learn about finding, filtering, editing, and organizing records, and the setting of field properties. Create and use simple select queries, forms and reports.

Mandatory Materials: Please bring a formatted 3.5 diskette, pad and pencil to the class.

Attire: Uniform/Professional

Cost: Out-of-county Personnel: \$30. Union County Personnel: No Charge.
Checks payable to: UCPO Police Academy Training Account.

REGISTRATION -- Please complete and fax to the number above.

Please specify Training Date: Friday, March 26, 2010 Friday, October 28, 2010

Registrant's Last Name First Name Rank Telephone #

Cell Phone ____-____-____ FAX ____-____-____ Email _____@_____._____

We ask that you provide this contact information in the event we need to contact the registrant directly concerning the status of this course offering, especially to aid with course cancellation or postponement.

Certification: This is to certify the above personnel are protected for both workers compensation and liability coverage under our insurance program. A certificate of insurance outlining this coverage will be furnished upon request.

PLEASE PRINT:

Department/Agency Chief or Training Officer Signature

Date Telephone Number FAX Number Email Address



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Microsoft Access for Law Enforcement II (Intermediate)

20.0 COMPUTER COMPETENCY

Friday, April 30, 2010 -- 9:15 a.m. to 4:15 p.m.

Instructor: Steve Gilbert, Union County College

Go beyond the basics into lookup fields and tables, hyperlinks, Visual Basic procedures, and working with custom form objects like combo and list boxes. Create calculated fields using queries as well as forms and report. Included is a discussion of the concept of Normalization and a practice exercise using Access 2007's automatic Normalization process.

Mandatory Materials: Please bring a formatted 3.5 diskette, pad and pencil to the class.

Attire: Uniform/Professional

Cost: Out-of-county Personnel: \$30. Union County Personnel: No Charge.
Checks payable to: UCPO Police Academy Training Account.

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Microsoft Access for Law Enforcement III (Advanced)

20.0 COMPUTER COMPETENCY

Friday, November 12, 2010 -- 9:15 a.m. to 4:15 p.m.

Instructor: Steve Gilbert, Union County College

Access queries are of two types: select and action. Learn how to use action queries to update, append, delete and create parameters. Structured Query Language or SQL support is built-in to Access 2007. Explore how to create SQL queries to create tables, add records, and perform query operations. Our class will import Extensible Markup Language (XML) documents -- used by web database developers worldwide -- into an Access database table. Develop a menu system to shield the data input person from Access objects, which essentially makes data input mistake-proof. The menuing system, called the Switchboard, includes programming certain Access object with Macros.

Mandatory Materials: Please bring a formatted 3.5 diskette, pad and pencil to the class.

Attire: Uniform/Professional

Cost: Out-of-county Personnel: \$30. Union County Personnel: No Charge.
Checks payable to: UCPO Police Academy Training Account.

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Microsoft Excel for Law Enforcement I (Basic)

20.0 COMPUTER COMPETENCY

Friday, March 5, 2010 -- 9:15 a.m. to 4:15 p.m.

OR

Friday, September 17, 2010 -- 9:15 a.m. to 4:15 p.m.

Instructor: Steve Gilbert, Union County College

Learn the different parts of the Excel 2007 interface, including navigation through spreadsheets and entering labels and values. Formulas are used to perform arithmetic on spreadsheets and are explored in depth. Also includes formatting to improve appearances. Learn how to edit a spreadsheet to copy, move, and delete groups of data, add columns and rows to the workbook, work with large worksheets, and graph data into bar and pie charts.

Mandatory Materials: Please bring a formatted 3.5 diskette, pad and pencil to the class.

Attire: Uniform/Professional

Cost: Out-of-county Personnel: \$30. Union County Personnel: No Charge.
Checks payable to: UCPO Police Academy Training Account.

REGISTRATION -- Please complete and fax to the number above.

Please specify Training Date: Friday, March 5, 2010 Friday, September 17, 2010

Registrant's Last Name First Name Rank Telephone #

Cell Phone ____-____-____ FAX ____-____-____ Email _____@_____._____

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Chief or Training Officer

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Microsoft **Excel for Law Enforcement II (Intermediate)**

20.0 COMPUTER COMPETENCY

Friday, April 23, 2010 -- 9:15 a.m. to 4:15 p.m.

OR

Friday, October 1, 2010 -- 9:15 a.m. to 4:15 p.m.

Instructor: Steve Gilbert, Union County College

A workbook can contain a large number of worksheets. Learn how to navigate through the multiple sheets, including inserting, copying, renaming, moving, and deleting worksheets in a workbook. Explore formulas that link across multiple worksheets as well as the links between workbooks and web pages. Microsoft refers to the database capabilities of Excel as List Management. Learn how to sort and filter databases in Excel using small and large worksheets.

Mandatory Materials: Please bring a formatted 3.5 diskette, pad and pencil to the class.

Attire: Uniform/Professional

Cost: Out-of-county Personnel: \$30. Union County Personnel: No Charge.
Checks payable to: UCPO Police Academy Training Account.

REGISTRATION -- Please complete and fax to the number above.

Please specify Training Date: Friday, April 23, 2010 Friday, October 1, 2010

Registrant's Last Name First Name Rank Telephone #

Cell Phone ____-____-____ FAX ____-____-____ Email _____@_____._____

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Microsoft **Excel for Law Enforcement III (Advanced)**

20.0 COMPUTER COMPETENCY

Friday, November 5, 2010 -- 9:15 a.m. to 4:15 p.m.

Instructor: Steve Gilbert, Union County College

Using Functions in Excel greatly speeds the task of performing calculations. Explore the functions used to lookup tables, perform loan calculations, and do analytical tasks such as scenarios and solving for multiple unknowns. Perform pivot table analysis on larger worksheets and create pivot charts which swivel or rotate your data.

Mandatory Materials: Please bring a formatted 3.5 diskette, pad and pencil to the class.

Attire: Uniform/Professional

Cost: Out-of-county Personnel: \$30. Union County Personnel: No Charge.
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Microsoft Outlook for Law Enforcement I (Basic)

20.0 COMPUTER COMPETENCY

Friday, April 9, 2010 -- 9:15 a.m. to 4:15 p.m.

OR

Friday, October 15, 2010 -- 9:15 a.m. to 4:15 p.m.

Instructor: Steve Gilbert, Union County College

Outlook is the most widely used municipal intranet E-mail and scheduling software. This course will provide an overview of Outlook and a basic understanding of this software's features and concepts. Learn how to manage contacts, schedule with the calendar, take notes, schedule tasks, communicate with E-mail, search, customize, link and attach files and documents.

Mandatory Materials: Please bring a formatted 3.5 diskette, pad and pencil to the class.

Attire: Uniform/Professional

Cost: Out-of-county Personnel: \$30. Union County Personnel: No Charge.
Checks payable to: UCPO Police Academy Training Account.

REGISTRATION -- Please complete and fax to the number above.

Please specify Training Date: Friday, April 9, 2010 Friday, October 15, 2010

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Microsoft PowerPoint for Law Enforcement I (Basic)

20.0 COMPUTER COMPETENCY

Friday, March 19, 2010 -- 9:15 a.m. to 4:15 p.m.

OR

Friday, September 24, 2010 -- 9:15 a.m. to 4:15 p.m.

Instructor: Steve Gilbert, Union County College

Creating an effective and high-impact presentation is the focus of this course, and a slideshow is the product of this program. A slideshow is a collection of individual slides that contain objects with text, drawings, or pictures that convey a message. The course will also explore the many features of PowerPoint 2007.

Mandatory Materials: Please bring a formatted 3.5 diskette, pad and pencil to the class.

Attire: Uniform/Professional

Cost: Out-of-county Personnel: \$30. Union County Personnel: No Charge.
Checks payable to: UCPO Police Academy Training Account.

REGISTRATION -- Please complete and fax to the number above.

Please specify Training Date: Friday, March 19, 2010 Friday, September 24, 2010

Registrant's Last Name	First Name	Rank	Telephone #
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Microsoft PowerPoint for Law Enforcement II (Intermediate)

20.0 COMPUTER COMPETENCY

Friday, October 29, 2010 -- 9:15 a.m. to 4:15 p.m.

Instructor: Steve Gilbert, Union County College

Explore Slide masters, Handout masters, and Speaker Note Masters. Learn how to enhance your presentation by including advanced animation techniques, as well as adding music, sounds, and objects from other sources to grab your audience's attention and interest, and to bring your presentations to life.

Mandatory Materials: Please bring a formatted 3.5 diskette, pad and pencil to the class.

Attire: Uniform/Professional

Cost: Out-of-county Personnel: \$30. Union County Personnel: No Charge.
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Microsoft Publisher I (Basic)

20.0 COMPUTER COMPETENCY

Friday, May 14, 2010 -- 9:15 a.m. to 4:15 p.m.

Instructor: Steve Gilbert, Union County College

Learn how to use this software to create and publish documents ranging from newsletters and flyers to business cards, including working with text frames, wizards and objects.

Mandatory Materials: Please bring a formatted 3.5 diskette, pad and pencil to the class.

Attire: Uniform/Professional

Cost: Out-of-county Personnel: \$30. Union County Personnel: No Charge.
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Microsoft Word for Law Enforcement I (Basic)

20.0 COMPUTER COMPETENCY

Friday, February 19, 2010 -- 9:15 a.m. to 4:15 p.m.

Instructor: Steve Gilbert, Union County College

Become familiar with this widely-used word processing program and the different parts of the Word 2007 interface. Learn navigating through documents, text selection techniques, and how to copy or cut and paste. Explore page layout, which includes margins and tabs, while creating a short business letter, including the search and replace functions. In addition, learn how to incorporate tables and graphics as well as how to use the software to proof your document for spelling errors.

Attire: Uniform/Professional

Mandatory Materials: Please bring a formatted 3.5 diskette, pad and pencil to the class.

Cost: Out-of-county Personnel: \$30. Union County Personnel: No Charge.
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Microsoft Word for Law Enforcement II (Intermediate)

20.0 COMPUTER COMPETENCY

Friday, April 16, 2010 -- 9:15 a.m. to 4:15 p.m.

Instructor: Steve Gilbert, Union County College

The tables feature is explored in depth at the beginning of this Intermediate level word processing class. A concept similar to tables called columns are examined as well as creating section breaks. Page headers and footers assist readers in longer documents. You will create and edit headers and footers, add document backgrounds, watermarks, and borders. Creating envelope and mailing label formats is also included in this class.

Attire: Uniform/Professional

Mandatory Materials: Please bring a formatted 3.5 diskette, pad and pencil to the class.

Cost: Out-of-county Personnel: \$30. Union County Personnel: No Charge.
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Microsoft Word for Law Enforcement III (Advanced)

20.0 COMPUTER COMPETENCY

Friday, September 10, 2010 -- 9:15 a.m. to 4:15 p.m.

Instructor: Steve Gilbert, Union County College

The main body of knowledge examined in the Advanced class is Mail Merge. The need for mass-mailings requires us create three separate documents: a form letter, a data base, and a resulting document. Longer documents benefit from an up-to-date table of contents and alphabetic index. Create and modify both, as well as learning to use a cross-reference. Create a business form and Master and Sub-documents.

Attire: Uniform/Professional

Mandatory Materials: Please bring a formatted 3.5 diskette, pad and pencil to the class.

Cost: Out-of-county Personnel: \$30. Union County Personnel: No Charge.
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IF YOU WOULD LIKE TO BE ADDED TO RECEIVE EMAILS
of any new course announcements,
please provide us with your contact information:

Name / Rank _____

Department / Agency _____

Street Address _____

City, State, Zip _____

Telephone _____ Fax _____

Email Address

_____ @ _____ . _____

REQUESTS AND/OR SUGGESTIONS FOR COURSES / COURSE CONTENT

Please let us know
if there are any specific courses or course content
that you would like for us to consider.

Please submit form to Karen Positan at the address above,
or email her at kpositan@ucnj.org

Thank you for your interest and input!



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