



COURSE ANNOUNCEMENT

* SPECIALIZED TRAINING *

Your agency's personnel are invited to attend:

Subject: PowerPoint for Law Enforcement
CWL 0229

Instructor: John Gifford

Date(s): November 6th, 2009

Location: SJRCC- St. Augustine Campus Room J-114
2990 College Dr.
St. Augustine, Florida

Time(s): 8:00 A.M. – 5:00 P.M.

Cost: **None for Florida Certified Criminal Justice Officers**

DRESS CODE: *Business Casual (No flip-flops, shorts, blue jeans or T-shirts)*
Please complete the pre-registration form at the bottom of this announcement and submit by facsimile or mail to:

Tina Guillotte, Program Assistant
 Criminal Justice Center - SJRCC
 2990 College Dr, St. Augustine, FL 32084
 (904) 808-7491 FAX (904) 808-7424

Deadline for pre-registration: **October 29th, 2009**

- Class is limited to 28 participants.
- This class qualifies as mandatory retraining.
- A written examination will be given at the end of the course.
- Students should, but are not required too, bring a laptop computer with Microsoft PowerPoint ('03 or '07) and/or a thumb drive to save their work.
- This is a hands on course, students will build PowerPoint presentations they can take from the class.
- A certificate of attendance will be issued following successful completion of the course.
- Topics to be covered include:
 - Working with photos and videos
 - Working with and building animations
 - Working with maps and satellite images
 - Working with sounds
 - Working with backgrounds

Please print the following information:

Agency: _____ Agency Phone # _____
 Agency FAX# _____

Officer's Name: _____ SSN _____-____-____
 Officer's Email Address: _____

Officer's Name: _____ SSN _____-____-____
 Officer's Email Address: _____

Authorization Signature: _____

Printed Authorization Name: _____

Department Approved for:
 Salary Incentive: _____ Mandatory Retraining: _____ Other Training: _____

Authorizing Person's Email: _____