



OAKLAND POLICE ACADEMY

Combined Regional Emergency Services Training

Oakland Community College

2900 Featherstone Road • Auburn Hills, MI 48326-2845 • www.oaklandcc.edu/police



MICROSOFT OFFICE® COMPUTER COURSES

**Instructor: Mike Richardson – Plymouth Township Police Department,
Information Services Specialist/Trainer**

Microsoft Office Excel Levels 1 and 2

Level 1 – Basic Features – Microsoft Excel is an electronic spreadsheet program. You can use an electronic spreadsheet to perform numeric calculations rapidly and accurately. This course will provide you with the basic features of the MS Excel program by exploring the capabilities of the software in a hands-on environment. You will learn to create professional spreadsheets, work with formulas and functions, use formatting techniques and create basic charts and graphs.

Level 2 – Advanced Features – Expand your knowledge of MS Excel. Explore more spreadsheet capabilities of this software package in a hands-on class. Work with Advanced Formulas and Functions, learn to use lists (tables), analyze list (table) data, manage the Workbook and Worksheets, creating Pivot Tables, and exchange data with other programs.

Knowledge of these features of Microsoft Excel is a must for a Municipal Organization.

DATES: October 7-8, 2015
COURSE CODE: SFAP-5212
COST: \$175.00

Microsoft Office Word Levels 1 and 2

Level 1 – Basic Features - Using Microsoft Word, this course will allow you to acquire skills using the introductory features of Microsoft Word. Using the hands-on approach, you will be introduced to the basic features of MSWord while completing step-by-step exercises.

Level 2 – Advanced Features – Using the advanced features Microsoft Word this course will allow you to continue to enhance your skills using Microsoft Word. More advanced features such as Mail Merge, Headers / Footers, Footnotes and Endnotes, Quick Parts, Sectioning, Graphics and Tables will be covered.

Knowledge of these features of Microsoft Word is a must for a Municipal Organization.

DATES: November 4-5, 2015
COURSE CODE: SFAP-5213
COST: \$175.00

Microsoft Office Outlook

Microsoft Office Outlook, an application of the Microsoft Office Suite, is an effective desktop information management program that helps you organize your schedule, keep track of your contacts, and communicate with others. Users of Outlook can track meetings, email messages, appointments, events, tasks (to do lists) and contacts. Outlook provides a way for individuals and workgroups to organize, find, view and share information easily. Microsoft Office Outlook is used in many municipal organizations.

DATES: December 2-3, 2015
COURSE CODE: SFAP-5211
COST: \$175.00

TIME: 8:00 am - 4:30 pm
LOCATION: Oakland Police Academy
Oakland Community College
Auburn Hills Campus
2900 Featherstone Road
Auburn Hills, MI 48326
Phone: (248) 232-4220
Fax: (248) 232-4225

– These Courses are MCOLES Approved –

CANCELLATION POLICY: Class reservations may be cancelled up to 7 calendar days prior to the first day of class with a 100% refund, less than 7 days, but prior to the first day of class with a 50% refund, on the first day of class with a 0% refund. All “no shows” will be charged full price. Please include the registered person’s name, course name and date, your signature and date. Students are responsible for amounts not covered by third party sponsors or departments unwilling to satisfy the invoice.



OAKLAND COMMUNITY COLLEGE
Community is our middle name.®

TRAINING NOTICE