

Microsoft Excel® 2012 for Public Safety™

By: Police Technical, Inc

Course Description

Microsoft Excel® 2012 for Public Safety™ is designed to help public safety personnel best utilize Microsoft Excel® to successfully manage law enforcement specific data. Whether it is case specific data (e.g. telephone tolls, financials) or agency-wide data (e.g. arrest stats, fugitive lists, calls for service), it can be analyzed with just a few clicks using this powerful tool!

Class Dates:	July 16 – 17, 2012
Registration Deadline:	July 2, 2012
Audience:	This course is intended for law enforcement personnel, including: any sworn officer, support staff, administrative personnel, Supervisors and Management. Attendees need only a basic understanding of computers.
Location:	Louisiana State Police Training Academy Building A Classroom 2 7901 Independence Blvd Baton Rouge, La. 70806
Parking:	Student parking is in the front of building A or building D
Training Hours:	8:00 AM to 5:00 PM
Course Fees:	\$350 – Register here: http://www.policetechnical.com/index.shtml
Dress Code:	Long pants and appropriate shirt. Uniforms are not required.
On Site Lodging: State Police Training Academy	On-site Lodging cost is \$33 per night. For room reservations or more information, please contact Kimberly Payne at lsplodging@dps.la.gov .
Meals:	There is an on-site cafeteria for breakfast and lunch or there are several options near the Training Academy.
Confirmation:	You will receive a confirmation package with additional information and directions to the training site.
Questions:	If you have questions, or need more information, please e-mail ST Jon Tircuit at jon.tircuit@dps.la.gov or call 225-925-3710.
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