

# CRIMINAL JUSTICE TRAINING CENTER



MACOMB COMMUNITY COLLEGE

586.498.4050

[www.macomb.edu](http://www.macomb.edu)



## Microsoft Windows XP

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This will be a two day class and the material will include but not be limited to:

- Windows XP—Operating system user interfaces and components
- Data storage and drive designations
- How Data is Organized: copying, moving and search techniques
- Operating system essentials
- The Docucentric Desktop: start menu groups, sending documents, creating shortcuts,
- Disk clean-up and defragmentation

**MCOLES Approved for 302 funds (Police officers must bring their MCOLES #)**

**April 21–22, 2010**

**8:00 am–4:30 pm**

### INSTRUCTOR

Mike Richardson  
Plymouth Township PD (Retired)

### LOCATION

East Campus  
Macomb Community College  
21901 Dunham Road.  
Clinton Township, MI 48036

### TUITION

Members—\$0  
Civilian Members—\$50  
Non-members—\$100

### REGISTRATION

586.498.4050

**Note: No-shows** will be billed tuition plus a \$25 cancellation fee unless cancellation is made **five business days** prior to seminar start date.

For the latest listing of Advanced Police Seminars, visit our website at [www.macomb.edu](http://www.macomb.edu)