

NAME _____ Date _____ New Student
 Returning Student

EMPLOYER _____ Industry _____

BUSINESS Address _____ **RESIDENCE Address** _____

Phone _____ Phone _____

Fax _____

E-mail _____ E-mail _____

COURSE SELECTION

Please check the course(s) you want to sign-up for and fill-in the date(s) of the course(s)

6-Hour Training Classes, 10:00 AM – 5:00 PM \$215 each

Instructor-led Online Classes	2003	2007	DATE
<input type="checkbox"/> Access Level 1	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Access Level 2	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Access Level 3	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Access Level 4	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Excel Level 1	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Excel Level 2	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Excel Level 3	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Excel Level 4	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> PowerPoint Level 1	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> PowerPoint Level 2	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Publisher Level 1	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Word Level 1	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Word Level 2	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Word Level 3	<input type="checkbox"/>	<input type="checkbox"/>	_____

1-Hour Training Seminars, 1:00 – 2:00 PM \$45 each

Instructor-led Online Seminars	2007	DATE
<input type="checkbox"/> Excel Dynamic PivotTables	<input type="checkbox"/>	_____
<input type="checkbox"/> Excel Advanced Formulas & Functions	<input type="checkbox"/>	_____
<input type="checkbox"/> Word Collaboration/Tracking	<input type="checkbox"/>	_____
<input type="checkbox"/> PowerPoint Hot New Features	<input type="checkbox"/>	_____
<input type="checkbox"/> Soft Skills: Writing Persuasive Proposals	<input type="checkbox"/>	_____

POLICIES

Registration Policy: Classes are offered on a first-come, first-served basis. Seating is limited, so register for your classes as soon as possible. If a class is full, you may be placed on the waiting list, and will be notified if space becomes available. Commonwealth Computer Training reserves the right to reschedule or cancel classes, and it is our policy to notify students at least 3 business days before the scheduled class date if a class has been rescheduled or cancelled.

Attendance Policy: We will send you an e-mail with a link to login to your online training session. Please login about five minutes before your training session begins. If you are unable to attend your scheduled training class, you may reschedule your training to a scheduled class

COURSE PAYMENT

Payment is required to hold your seat in class.

Total Cost _____

Check..... Check # _____
 (Payable to Commonwealth Computer Training)

Charge
 Visa MasterCard American Express

Card # _____

Expiration Date _____

Cardholder Signature _____

Cardholder Name (print) _____

Billing Address same as business same as residence

Signed _____ Date _____

TO REGISTER

Fax: Fax this completed form to (804) 288-4831
Phone: Call us at (804) 288-8331

Mail: Mail this completed form with your payment to:
 Commonwealth Computer Training ▪ Forest Plaza II Building
 7275 Glen Forest Drive, Suite 200 ▪ Richmond, VA 23226