

MS OFFICE TRAINING REGISTRATION FORM – FALL 2008

Location: Technology Training Center, Computer Sciences Building (South campus), Room 111

Course fees: All 2008 Fall Courses are free of charge with Supervisor signature!

Certificate: Participants will receive a Certificate of Completion awarding .3 CEUs (Continuing Education Units) for each 3 hour module.

Cancellations: Participant must cancel at least **three working days** before the beginning of the course to avoid a **\$15 cancellation fee**. Space is limited so please be considerate to your fellow colleagues. All cancellations must be received in writing and can be faxed to CPCE at ext. 63916.

To Register: Each course requires its own registration form. Please fill out all the information requested below and fax to the Center for Professional and Continuing Education at x 63916. **One course per form!!!**

Date: _____

Last Name: _____ First Name: _____

Email (required): _____ Employee ID #: _____

Department: _____ Phone/Ext: _____

Course Title: _____ Course Date: _____

Total Fee: _____ **FREE!!** Budget Index Code (required): _____

Authorizing Supervisor (print): _____

Authorizing Supervisor's Signature (required): _____

Please fax completed form to CPCE at x63916. Confirmation will be returned by email. If you do not receive an email prior to start of class or for more information, please call Betsy Deliramich at x65054. Be sure to keep a copy of your registration and note the date, time and location.

Please do not attend class without submitting a completed registration form and receiving an email confirmation from CPCE. Classes have limited space available and are for formally registered faculty and staff members only. MS Office training will be offered each semester.

Enroll Early to Ensure Your Spot!!