

REGISTRATION FORM - USPS COMPUTER TRAINING

Participant's Name	Department	Department Account No.
Campus Address	Campus Phone	Blanket Encumbrance No.

INSTRUCTIONS: Complete a copy of this form for each person who wishes to attend any of the training sessions. Enter an X beside each desired course. Return the form to: **Faculty Support Center, 2215 Turlington Hall**. This form is only a request for tickets and does not guarantee admission. Call the Center at 392-7249 if you have any questions.

Using Microsoft Excel 5 for Windows Mon. & Wed.	2 Lessons Nov 4 & 6	\$24 1:00-2:55 p.m.	_____
Using PowerPoint Tues. & Thurs.	2 Lessons Nov 19 & 21	\$24 9:35-11:30 a.m.	_____
Using SAMAS - Lesson 1 Monday	1 Lesson Oct 28	No Charge 9:35-11:30 a.m.	_____
Using SAMAS - Lesson 2 Wednesday	1 Lesson Oct 30	No Charge 9:35-11:30 a.m.	_____
Using SAMAS - Lesson 3 Monday	1 Lesson Nov 4	No Charge 9:35-11:30 a.m.	_____
Using SAMAS - Lesson 4 Wednesday	1 Lesson Nov 6	No Charge 9:35-11:30 a.m.	_____
Using Microsoft Windows Tues. & Thurs.	2 Lessons Nov 5 & 7	\$24 9:35-11:30 a.m.	_____
Using WordPerfect for Windows 6.1 Tues. & Thurs.	2 Lessons Nov 12 & 14	\$24 1:00-2:55 p.m.	_____
Advanced WordPerfect for Windows Mon. & Wed.	2 Lessons Nov 18 & 20	\$24 9:35-11:30 a.m.	_____
Using Microsoft Word Tues. & Thurs.	2 Lessons Oct 29 & 31	\$24 9:35-11:30 a.m.	_____
Preparing Documents for WWW Wed. & Fri.	2 Lessons Nov 13 & 15	\$24 9:35-11:25 a.m.	_____
Advanced HTML Tues. & Thurs.	2 Lessons Nov 19 & 21	\$24 1:00-2:55 p.m.	_____
Moving Documents to the Web Monday	1 Lesson Nov 25	\$12 1:00-2:55 p.m.	_____
Installing and Using a Modem Tuesday	1 Lesson Oct 29	\$12 1:00-2:55 p.m.	_____

Signature of Dean, Director, or Dept. Chair

Date