

Registration Form for Classes at Easton - January through April, 2012

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|-----------------|--|---------------|--|
| Colleague Name: | | Internal Zip: | |
| Telephone: | | Cost Center: | |
| Email Address: | | | |

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|---|-------------------------|----------------------------------|---|---------------------------------|---------------------------------|-------------------------------|
| Please <input checked="" type="checkbox"/> or circle the date for each course you want to register for, then fax the completed (and signed) form to the number listed below. | | | Class Dates - please <input checked="" type="checkbox"/> (or circle) your choice(s) | | | |
| | Topic | Class | Jan | Feb | Mar | Apr |
| | Access | Introduction | <input type="checkbox"/> 1/30 | | <input type="checkbox"/> 3/5 | <input type="checkbox"/> 4/12 |
| | | Intermediate | | <input type="checkbox"/> 2/15 | | <input type="checkbox"/> 4/13 |
| | Excel | Introduction | <input type="checkbox"/> 1/20 | <input type="checkbox"/> 2/13 | <input type="checkbox"/> 3/7 | <input type="checkbox"/> 4/9 |
| | | Intermediate | <input type="checkbox"/> 1/31 | <input type="checkbox"/> 2/27 | <input type="checkbox"/> 3/9 | <input type="checkbox"/> 4/10 |
| | | Mastering: PivotTables | | <input type="checkbox"/> 2/14 | <input type="checkbox"/> 3/8 | |
| | Power Point | Introduction | <input type="checkbox"/> 1/18 | | <input type="checkbox"/> 3/13 | |
| | | Intermediate | | <input type="checkbox"/> 2/9 | | <input type="checkbox"/> 4/17 |
| | Word | Introduction | | <input type="checkbox"/> 2/7 | | <input type="checkbox"/> 4/11 |
| Intermediate | | | | <input type="checkbox"/> 3/15 | | |
| Outlook | Upgrade to Outlook 2010 | <input type="checkbox"/> 1/6 AM | <input type="checkbox"/> 2/3 AM | <input type="checkbox"/> 3/2 AM | <input type="checkbox"/> 4/6 AM | |
| | | <input type="checkbox"/> 1/6 PM | <input type="checkbox"/> 2/3 PM | <input type="checkbox"/> 3/2 PM | <input type="checkbox"/> 4/6 PM | |
| | | <input type="checkbox"/> 1/19 AM | <input type="checkbox"/> 2/16 AM | <input type="checkbox"/> 3/6 AM | | |
| | | <input type="checkbox"/> 1/19 PM | <input type="checkbox"/> 2/16 PM | <input type="checkbox"/> 3/6 PM | | |

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|-----------|---|
| Location: | Easton Operation Center - 7 Easton Oval, Columbus, OH – 2 nd floor - Rooms 1 and 2 |
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|--|--|---------------|--|
| Manager's Name: | | Internal Zip: | |
| Manager's Signature (required): | | Date: | |

Please fill out, *sign* and **FAX** this Registration Form to: 740-587-0505

Full-day classes are \$125 per person and are scheduled from **8:15 to 4:30**
½ day Outlook classes are \$65 per person and are scheduled from **8:15 to Noon or 1:00 till 4:30**
 All class fees are billed directly to your cost center.

Cancellation Policy requires notification of a cancellation at least **five (5)** business days before the scheduled class. (Even for registrations made within the 5 days prior to the class.) - Please call 740-587-3827 if you need to cancel a class.

If no notice is given or if the notice is within 5 business days, the colleague's cost center will be charged for the cost of the class.