



The Training Place Registration Form 2011/2012

2320 Forest Ave, Chico, CA 95928 | Phone: 530-895-9015 | Fax: 530-879-4380

For complete schedule & course details visit the Current Trainings section of our website

www.butte.edu/thetrainingplace

Microsoft Excel 2007/2010

Presented by Margi Johnston, \$49 per 3-hour session, 8:30am-11:30am

Basic Excel: 3-day training over 9-hour period (3 hours per day)

Prerequisite: Familiarity with personal computer and the use of a keyboard and a mouse.

_____ October 7, 2011

_____ April 13, 2012

_____ October 21, 2011

_____ April 27, 2012

_____ November 4, 2011

_____ May 11, 2012

Intermediate Excel: 3-day training over 9-hour period (3 hours per day)

Prerequisite: Completion of Basic Excel or equivalent experience.

_____ January 27, 2012

_____ February 10, 2012

_____ February 24, 2012

Advanced Excel: 3-day training over 9-hour period (3 hours per day)

Prerequisites: Completion of Basic and Intermediate Excel or equivalent experience.

_____ August 26, 2011

_____ March 2, 2012

_____ September 9, 2011

_____ March 16, 2012

_____ September 23, 2011

_____ March 30, 2012

REGISTRATION INFORMATION

Organization: _____ Contact Person: _____

Participant: _____ Phone: _____

Email Address: _____ Job Title: _____

How did you hear about us? _____

BILLING INFORMATION

Direct Billing To: _____ Department: _____

Address: _____

Street

City

State

Zip

Method of Payment*

Check enclosed (preferred) \$ _____ Purchase Order # _____ Invoice Me _____ Sponsor _____

*Checks payable to Butte College - refunds not available

To register, fill out and fax completed registration form to 530-879-4380 or email to

thetrainingplace@butte.edu