

Career Keys

Registration Form

All classes are held on Fridays from 8:00 a.m.-12:00 p.m.
 Fee for one class: \$50.00; Fee for two classes: \$85.00
 Classes are located at:

Washington Women's Employment & Education
3516 S. 47th St., Suite 205 Tacoma, WA 98409

To Register:

Complete this form, and either fill out the *credit card information*, or enclose your check or money order, and mail to: **WWEE CareerKeys, 3516 South 47th St., Ste. 205, Tacoma, WA 98409.**

If you have any questions, or if you prefer to register by phone, please contact WWEE at (253) 474-9933.

Please Note: If you must withdraw from a class for any reason, you must notify WWEE 2 business days prior to class in order to receive a refund. If you are unable to provide advanced notice, you can retake the class on a space available basis for an administrative fee of \$15.00.

*If you are unable to pay the class fee, please contact WWEE at (253) 474-9933 to learn about our sliding scale.

Name _____

Phone Number _____ E-mail Address _____

Address _____ City _____

State _____ Zip Code _____ How did you hear about WWEE? _____

Method of Payment:

- Check
- Money Order
- Visa
- MasterCard
- American Express
- Discover

\$ _____
 Payment Amount Credit card # Expiration Date

 Print Name (as it appears on card)

 Signature

July - December 2011 Class Schedule

Please check the box next to the classes you are paying for:

Level I & Level II Sessions Available:

Word:

- | | |
|---------------------------------|---------------------------------|
| <i>Level I</i> | <i>Level II</i> |
| <input type="checkbox"/> Jul 8 | <input type="checkbox"/> Jul 15 |
| <input type="checkbox"/> Sep 16 | <input type="checkbox"/> Sep 23 |
| <input type="checkbox"/> Dec 2 | <input type="checkbox"/> Dec 9 |

Excel:

- | | |
|---------------------------------|---------------------------------|
| <i>Level I</i> | <i>Level II</i> |
| <input type="checkbox"/> Aug 5 | <input type="checkbox"/> Aug 12 |
| <input type="checkbox"/> Oct 14 | <input type="checkbox"/> Oct 21 |

Access:

- | | |
|---------------------------------|--------------------------------|
| <i>Level I</i> | <i>Level II</i> |
| <input type="checkbox"/> Sep 2 | <input type="checkbox"/> Sep 9 |
| <input type="checkbox"/> Oct 28 | <input type="checkbox"/> Nov 4 |

One Session Classes Available:

- PowerPoint:** Jul 22
 Nov 18
- Outlook:** Jul 29
 Sep 30

