



Arlington Golden Circle Chapter

Microsoft Office System Seminars

Personal Information

Name:	IAAP Member #
Address:	IAAP Chapter:
City, State, Zip:	Day Phone:
E-mail:	Evening Phone:

Session Information

Session Name	Session Dates	Please Circle
MOS-Word Intermediate	(SAT) Jan. 7 and Jan. 14, 9 a.m.-12 p.m.	\$125.00
MOS-Word Advanced	(SAT) Jan. 28 and Feb. 4, 9 a.m.-12 p.m.	\$125.00
MOS-Power Point Intermediate	(SAT) Feb. 18 and Feb. 25, 9 a.m. – 12 p.m.	\$170.00
MOS-Power Point Advanced	(SAT) Mar. 10 and Mar. 24, 9 a.m.-12 p.m.	\$170.00
Amount Due		

Registration Submission

Make Check Payable to:	Mail Registration Form and Check to:
IAAP-AGC	Becky Blazek 3103 Monties Lane Arlington, TX 76015
Please note this is <u>not</u> a UTA class.	

Word registration with payment must be received by January 2, 2012

PowerPoint registration with payment must be received by February 13, 2012

A confirmation of registration will be sent to you by email. After the deadline dates you will receive an email with detailed class information including directions to the location,

We must have 10 registrants to make each class. If the class does not make, you will be notified by email and your payment will be refunded in full. We are not able to accept credit card payments.

The purpose of each session is to guide the class participant in the study of the specific area listed in preparation for the MOS exam and/or to provide professional growth to the class participant in said area. Individual study time and homework will be necessary in addition to the review session. Taking the session does not guarantee a passing score on the MOS exam. The IAAP Arlington Golden Circle chapter and instructor will do their utmost to prepare each participant for the exam but are not responsible for exam scores.

I accept these terms.

Signature

Date