

1199SEIU TRAINING AND UPGRADING FUND

FREE – SATURDAY Computer classes coming to SEIU

Complete this form to enroll.

<u>NEW DATES!</u>	<u>CLASS SCHEDULE</u>
<u>Class</u>	<u>Dates/Times</u>
<i>Intro to Computers</i> (Basic understanding of computer functions and navigation of the system)	Saturday, September 5 th from 9:00am – 1:00pm OR Saturday, September 12 th from 9:00am – 1:00pm
<i>Keyboarding & Data Entry</i> (Develop data entry skills and enhance typing accuracy & speed through identifying keys by touch, and utilizing the numeric keypad)	Wednesday, October 14 th from 5:30-8:30pm OR Wednesday, October 21 st from 5:30-8:30pm
<i>Intro to Microsoft Word</i> (Basic understanding of the Microsoft Ribbon; including, templates, formatting, page layout, etc.)	Saturday, October 17 th from 9:00am – 1:00pm OR Saturday, October 24 th from 9:00am – 1:00pm
<i>Intermediate Microsoft Word</i> (More in-depth understanding of Word and its functions; including, table of contents, page #s & breaks, mail merge., etc)	Saturday, November 14 th from 9:00am – 1:00pm OR Saturday, November 21 st from 9:00am – 1:00pm
<u>Where:</u> SEIU Office – 2421 Main St., Suite 100, Buffalo, NY 14214	
<u>Cost:</u> FREE for 1199SEIU Members	

IF YOU REGISTER FOR A CLASS & CANNOT ATTEND, PLEASE CALL & LET US KNOW!

To register follow 3 easy steps:

-  Complete Registration Form
- Check Preferred Class
-  Mail or fax to:

1199SEIU TRAINING AND UPGRADING FUND
 ATTN: SARAH GALLO
 2421 MAIN ST., SUITE 100, BUFFALO, NY 14214
 Phone: (716) 995-3756 Fax: (716) 939-2761

CHECK Class Code	
Intro to Computers	__ 9/5 OR __ 9/12
Intro to MS Word	__ 10/17 OR __ 10/24
Keyboarding	__ 10/14 OR __ 10/21
Intermediate Word	__ 11/14 OR __ 11/21

NAME: _____

EMPLOYER: _____ DATE OF HIRE: _____

DEPT/ TITLE: _____ SHIFT: From _____ To _____ FULL TIME /PART TIME

HOME ADDRESS: _____ APT/FLOOR _____

CITY: _____ ZIP _____

HOME PHONE: _____ CELL PHONE: _____ WORK PHONE: _____