


Please Send Registration Form and Payment To:	Blue Ridge Community and Technical College Attn: Megan Scott, E&WFD Dept. 400 W. Stephen Street, Martinsburg, WV 25401 Telephone: 304-260-4380 ext. 2403 • Fax: 304-260-1754	
--	--	--

Fast Track Programs Registration (Check course(s) you will be attending.)

✓	Course Title	Dates and Class Times	Cost
	Accounting Basics with QuickBooks Level 1		\$299
	Advancing in QuickBooks Level 2		\$340
	Business Computer Operations		\$999
	Office Professional Skills		\$699
	Need to Know Computing		\$199
	Data Management with Access		\$499

Microsoft Office Series Registration (Check course(s) you will be attending.)

✓	Course Title	Dates and Class Times	Cost	✓	Course Title	Dates and Class Times	Cost
	Access Level 1		\$285		PowerPoint		\$253
	Access Level 2		\$285		Publisher		\$253
	Access Level 3		\$285		Windows XP Fundamentals		\$222
	Excel Level 1		\$129		Word Level 1		\$129
	Excel Level 2		\$129		Word Level 2		\$129
	Outlook		\$129		Other		

All classes are held at BRCTC Tech Center, 5550 Winchester Avenue, Martinsburg, WV 25405

Student Information

Last Name	First Name	Social Security #
Street	City	State Zip
Daytime Telephone	Evening Telephone	E-mail Address

Payment – Please check all that applies.

<input type="checkbox"/> Check <i>Payable to: Blue Ridge Community and Technical College</i>	<input type="checkbox"/> Credit Card - Please check type and provide card number. <input type="checkbox"/> Visa or <input type="checkbox"/> MasterCard _____ <small>Cardholder's Name Expiration Date 3 Digit Verification Code</small>	
<input type="checkbox"/> WIA / TAA	<input type="checkbox"/> Higher Education Adult Part-time (HEAPS) Grant	
<input type="checkbox"/> Government Agency / Employer Funding Name of Agency / Employer: _____ Agency / Employer Contact Name: _____ Agency/ Employer Phone #: _____		<input type="checkbox"/> Total Amount Enclosed \$ _____

Student Signature: _____ **Date:** _____