This course is for anyone who has no computer knowledge or skills. Computer Basics will introduce students to the basic concepts necessary to operate a personal computer. An overview of software will include Word and Excel.

Topics include:
» Using the Keyboard & Mouse
» Understanding the Windows Operating System
» The Windows Desktop
» Overview of Word Processing Software
» Overview of Spreadsheet Software

Class Date / Time
Tuesday, September 22 from 1:00 - 5:00 p.m.

Class Location
Marion, Virginia - Summit Center

How to Register
Complete the form on page 2 and return to:
WCC / Workforce Development, 1000 East Main Street, Wytheville, VA 24382.

PRE-REGISTRATION IS REQUIRED.
DEADLINE FOR REGISTRATION IS FRIDAY, SEPTEMBER 18TH.
Name ____________________________________________________________________________________________________
Prefix : (Mr., Mrs.)        First   Full Middle   Last  Suffix (Jr., Sr.)
Social Security Number:             -           -
See privacy statement, which may be obtained in the Admissions/Records Office.
Former Name ______________________________________________________________________________________________
Date of Birth:________ /_______ / ________ Have you received a GED since 6/30/09? Yes □ No □
(Month)         (Day)          (Year) Have you previously attended, applied for admission to, or been employed by any Virginia Community College?   Yes □ No □
If yes and you know your Student ID/EMPL ID, please provide: _________________
What campus do you plan to attend (if known)? _____________________________________
Primary Phone (include area code): (______)____________-____________ Ext. _______
Mailing Address __________________________________________________________________________________________________
(City)        (State) (Zip) (Country, if not USA)
Current residence: ___________________________ (City/County) Provide what you consider to be your location of residence.
Have you lived in Virginia for the last 12 months? Yes □ No □ If no, where else did you live: _________________________________
(VISA Type _______________________________ VISA Expiration Date __________________________
Email Address ________________________________________________
Emergency Contact Information ________________________________________________________________________________ _______
Employer Name & Address ____________________________________________________________________________________________
Business Phone(____)________-_________  Ext. _________ Employer E-mail address_____________________________________________
Ethnicity          □ American Indian/Alaskan Native   □ Asian             □ Black/African American
□ Hispanic/Latino  □ White           □ Native Hawaiian/Other Pacific Island
Gender      □ Male               □ Female
□ Alien temporary □ Not living in the U.S. □ Not indicated
Primary Language □ English □ Other
Military Status □ No Military Service □ Spouse □ Dependent □ Active Duty □ Active Reserves
□ Inactive Reserves □ Retired □ Veteran/VA Ineligible □ Veteran Branch __________________________
Applicant’s Signature: ___________________________________________ Date: __________________________
This institution promotes and maintains educational opportunities without regard to race, color, sex, ethnicity, religion, gender, age (except when age is a bona fide occupational qualification), handicap, national origin or other non-merit factors. For further information, contact the Title IX Coordinator in Smyth Hall – Room 110, (276) 223-4869.
Note: Employer, date of birth, sex, and race information are used for research, reporting, and management of student records.

CLASS REGISTRATION
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