

Intermediate Microsoft Excel & Intermediate Microsoft Word

at WCC main campus in Wytheville, VA

Intermediate Microsoft Excel

Topics include:

- » Intermediate formulas & functions
- » Data tables
- » Basic macros
- » Formulas & Data tabs

Class Dates

April 5, 12, 19, & 26, 2016
Tuesdays - 5:00 - 7:00 PM

Class Location: WCC Main Campus

Cost: \$100

Intermediate Microsoft Word

Topics include:

- » Using tables
- » Inserting images & other objects
- » Using mail merge
- » Insert & Mail tabs

Class Dates

April 7, 14, 21, & 28, 2016
Thursdays - 5:00 - 7:00 PM

Class Location: WCC Main Campus

Cost: \$100

Online Registration

You can now register online for Workforce Development classes if you have a current WCC Student ID. Visit our online registration site at: <http://wcc.augusoft.net>

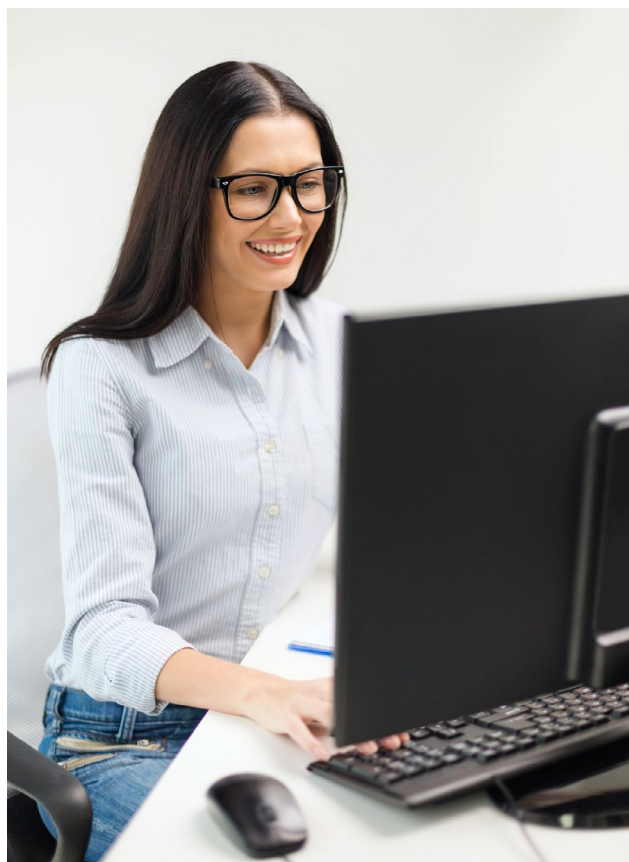
If you do not have a WCC Student ID or do not know it, please contact us for assistance.

Register by Mail

Complete the form on p. 2 of this flyer and send with payment to: WCC / Workforce Development, 1000 East Main Street, Wytheville, VA 24382. Be sure to indicate which class you want to take at the bottom of the form.

Contact Information

(276) 223-4820 or wfd@wcc.vccs.edu



Wytheville Community College does not discriminate on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, genetics, veteran status, or disability when the person is otherwise qualified in its educational programs and activities or employment. The following person has been designated to handle inquiries regarding the non-discrimination policies: Crystal Cregger, Vice President of Finance and Administrative Services, 215 Bland Hall, 1000 East Main Street, Wytheville VA 24382, 276-223-4762. For further information, call 1-800-421-3481 for the address and phone number of the enforcement office that serves your area.



Non-Credit Application for Admission
Wytheville Community College – Office of Workforce Development
1000 East Main Street, Wytheville, VA 24382
Phone: 276-223-4763 Fax: 276-223-4716



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 _____
First Full Middle Last

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 _____
(Street 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: _____
(US State or foreign country)

VISA Type _____ VISA Expiration Date _____

Email Address _____

Emergency Contact Information _____
First Name Last Name Relationship Phone

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

U.S. Citizenship Status ☐ Native (U.S. citizen at birth) ☐ Naturalized (became U.S. citizen after birth) ☐ Alien permanent
 ☐ 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

| Class Name | Location | Cost | Start Date | End Date |
|------------|----------|----------|------------|----------|
| | | \$100.00 | | |