



Microsoft IT Academy Registration

DOB: _____ / _____ / _____

Name: _____ Date: _____

Address: _____

Primary Phone: _____ Secondary Phone: _____

E-mail: _____

Who referred you to us?

Nine Star WSS: _____

YEES: _____

ABE: _____

Dept. of Voc. Rehab. _____

MASST Program. _____

Reentry Program. _____

Other/Walk-in. _____

Digital eLibrary Basic Tracks

The following classes are offered at \$100.00 for the block. Should you go on to take a certification course \$50.00 will be taken off the first course fee.

- Basic Computer Skills Track
- Basic Microsoft Word 2007/2010 Overview
- Basic Microsoft Excel 2007/2010 Overview
- Basic Microsoft Access 2007 Overview
- Basic Microsoft PowerPoint 2007 Overview
- Keyboarding (Standard & 10-Key)

Self-Paced MCAS Certification Classes

- Microsoft Word 2007/2010 - \$175.00
- Certification Test – Word 2007/2010 - \$100.00
- Certification Test – Outlook 2007/2010 - \$100.00
- Microsoft Excel 2007/2010 - \$175.00
- Certification Test – Excel 2007/2010 - \$100.00
- Microsoft Access 2007/2010 - \$175.00
- Certification Test – Access 2007/2010 - \$100.00
- Microsoft PowerPoint 2007/2010 - \$175.00
- Certification Test – PowerPoint 2007/2010 - \$100.00
- Pretesting Block *only* for Certification - \$100.00 per application

Pay Source:

- State of Alaska
- Private Pay
- Staff/AmeriCorps
- Native Corporation: _____
- South Central Foundation - CoR

Client Signature:

Nine Star's Self-Paced Study Computer Instruction Offers:

1. Scheduled; self-paced learning, with the availability of personal coaching and attention as needed.
2. Courses are designed to be completed in 18-30 hours varying with each student's capabilities, and may be taken in sequence or concurrently.
3. Lab hours are: **Monday – Friday, 8:30am to 6:00pm.**
4. The student and/or the referring agency may request a fixed schedule within the parameters of our lab hours.
5. Staff will work with students to create a daily plan of work and a review of accomplishments for each session.
6. Instructors will supply a signed attendance report to a sponsoring agency with a signed Release of Information form.