



Enclosure 09.03
November 17, 2011

Adult Education and Training Services
459 Philo Road ♦ Elmira, NY 14903 ♦
(607) 739-4296 ♦ FAX (607) 795-5309

Training Contract

Date: 11/2/11

Company Name:	Horseheads Central School District	Telephone #:	607-739-5601 x4264
Training Contact:	Alice Learn	Fax #:	607-795-2435
Street Address:	One Raider Lane, Horseheads, NY 14845		
e-mail Address:	alearn@horseheadsdistrict.com		

Dear Alice:

GST BOCES hereby proposes the following training:

BUS-0064	Class Name:	Windows 7 - Office 10 (Word & Excel)
Class Date(s):	January 11 th & 18 th , 2012	
Time(s):	4:00-5:30 PM	
Total # of Hours:	3 Hours	
Site/Location:	Room# 154, Horseheads High School	
Approximate # Of Participants:	15 Maximum	
Instructor:	Kish	
Required Text:	N/A	
Text Cost Per Person:	N/A	
Training Cost:	\$300	
Additional Fees:	None	

A list of students' full names, addresses, telephone numbers, and birthdates are needed prior to the start of class in order to prepare our records.

For any questions, please contact Debra Harrington at (607) 739-8170, ext. 1515, Monday through Friday 7:30 a.m. - 4:00 p.m. If this meets with your approval, please sign below and return it to me by fax or mail prior to the start of class.

Accepted & Agreed by:
Business: Horseheads Central School District

Name & Title

Signature