**REGISTRATION FORM**

WESTERN FACULTY, STAFF, AFFILIATES AND GRADUATE STUDENTS ARE GIVEN PRIORITY. OTHERS MAY BE REGISTERED IF SPACE PERMITS ONE WEEK PRIOR TO THE FIRST CLASS.

Name: _______________________________________________________

Department: __________________________________________________

Address (Work): _______________________________________________

Telephone (Work): _____________________________________________

E-mail Address: ________________________________________________

Western Status: [ ] Faculty [ ] Staff [ ] Graduate Student

[ ] Affiliated College/Hospital [ ] Other

Payment*: [ ] Check if I qualify for Advanced Funding

[ ] Speed Code/Account#: ____________________________

[ ] A/R or P.O. Invoice#: ____________________________

[ ] I plan to pay by COD (cash, debit or credit card)

Course Code Dates Fee*  
____________________________________________________________________  
____________________________________________________________________  
____________________________________________________________________  
____________________________________________________________________

TOTAL* ________________________

*All COD payments are subject to 13% HST and payment should not be sent in until you have received the registration F.Y.I. email from ITS.

Fax your completed registration form: 519-661-3486 (ext. 83486)

or return form via Campus Mail: ITS Courses @ SSB 4300

**REGISTRATION INFORMATION**

Course Materials:

A manual is included in the course cost and will be supplied on the first day.

Payment:

Course Fee(s) can be charged to a Departmental account, P.O. number or paid by COD (cash, debit, VISA, MasterCard or cheque). All COD payments are subject to 13% HST and payment should not be sent in until you have received your F.Y.I. registration email from ITS.

All registrants are subject to the ITS cancellation policy noted below.

Administrative Staff employees (non-faculty) of the University who are covered by a Collective Agreement or Memorandum of Agreement, may qualify for advance funding up to certain annual dollar limits.

NOTE: Advanced Funding registrants who do not complete a course in its entirety will be indebted to the University for the full cost of the course.

Withdrawals, Refunds, and Cancellations:

If the ITS Administration Office receives a notification of withdrawal by email (its-courses@uwo.ca) a minimum of five (5) business days prior to the start date, a full refund will be provided. If enough notice is not provided by a participant, and the course manual has already been ordered, an administrative fee of 15% will be charged.

NOTE: Any registrants who qualified for Advanced Funding and cancel without sufficient notice will also be indebted to the University for the ITS course cancellation fee.

Course Registrations:

Please ensure you meet any course prerequisites listed in the brochure before completing your registration. All registration requests are processed in the order they are received. If you do not receive an F.Y.I. email within three days with your registration details, call ITS @ 519-661-3800 and ask for the Administration Office.

Register online: http://www.uwo.ca/its/courses/  
-- or --

Fax form to ITS Admin Office: 519-661-3486 (x83486)  
-- or --

Send form via Campus Mail to: ITS Courses @ SSB 4300

Spring 2017 Non-Credit Computer Courses

for faculty, staff, and graduate students

ITS Computer Training Lab
Support Services Building (SSB 4230)

Courses can be up to four half-days in length – check below for dates and times:

AM courses: start at 9:00am and end at 12:00pm  
PM courses: start at 1:00pm and end at 4:00pm

Courses are limited to 10 participants, those which do not reach a minimum of five registrants are subject to cancellation. The course manual is included in the cost. All COD payments must also add 13% HST.

**INTRODUCTORY**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DATE(S)</th>
<th>CODE</th>
<th>COSTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access 2013 - Level I</td>
<td>Feb 14, 15, 16 &amp; 17 (AM)</td>
<td>ACCI13</td>
<td>280.00</td>
</tr>
<tr>
<td>Excel 2013 - Level I (1st offering)</td>
<td>Feb 7, 8 &amp; 9 (PM)</td>
<td>EXI13</td>
<td>220.00</td>
</tr>
<tr>
<td>Excel 2013 - Level I (2nd offering)</td>
<td>Mar 14, 15 &amp; 16 (AM)</td>
<td>EXI13-2</td>
<td>220.00</td>
</tr>
<tr>
<td>Photoshop - Intro</td>
<td>Mar 22, 23 &amp; 24 (AM)</td>
<td>PS</td>
<td>220.00</td>
</tr>
</tbody>
</table>

**ADVANCED**

An Introductory or Level I course is the minimum prerequisite for any course listed below.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DATE(S)</th>
<th>CODE</th>
<th>COSTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access 2013 - Level II</td>
<td>Apr 25, 26, 27 &amp; 28 (AM)</td>
<td>ACCII13</td>
<td>280.00</td>
</tr>
<tr>
<td>Excel 2013: Data Analysis &amp; Pres. (1st)</td>
<td>Feb 28, Mar 1 &amp; 2 (PM)</td>
<td>EXII-DA</td>
<td>220.00</td>
</tr>
<tr>
<td>Excel 2013: Data Analysis &amp; Pres. (2nd)</td>
<td>Apr 4, 5 &amp; 6 (AM)</td>
<td>EXII-DA2</td>
<td>220.00</td>
</tr>
<tr>
<td>Excel 2013: Functions &amp; Formulas</td>
<td>Mar 28, 29 &amp; 30 (PM)</td>
<td>EXI-FF</td>
<td>220.00</td>
</tr>
<tr>
<td>Excel 2013: Advanced Formulas</td>
<td>Apr 19 &amp; 20 (AM)</td>
<td>EXII-AF</td>
<td>150.00</td>
</tr>
<tr>
<td>Excel 2013: Macros</td>
<td>May 23 &amp; 10/11 (PM)</td>
<td>EXIII-MC</td>
<td>280.00</td>
</tr>
</tbody>
</table>

**SPECIALTY**

Learn valuable skills and tips in just two hours.

<table>
<thead>
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<th>COSTS</th>
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</thead>
<tbody>
<tr>
<td>Excel 2013: Pivot Tables</td>
<td>March 21 (Tues 2-4pm)</td>
<td>EXPVT</td>
<td>50.00</td>
</tr>
<tr>
<td>Mail Merging in Word</td>
<td>April 12 (Wed 2-4pm)</td>
<td>WDM</td>
<td>50.00</td>
</tr>
<tr>
<td>PowerPoint Essentials</td>
<td>March 8 (Wed 2-4pm)</td>
<td>PPTES</td>
<td>50.00</td>
</tr>
</tbody>
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Information Technology Services
Western University
Support Services Building, Room 4300
1393 Western Road, London ON N6G 1G9
Phone: 519-661-3800 Fax: 519-661-3486
Email: its-courses@uwo.ca
Web: http://www.uwo.ca/its/courses/
<table>
<thead>
<tr>
<th>Course Name</th>
<th>Description</th>
<th>Who Should Attend</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Access 2013 - Level I</strong></td>
<td><strong>Description:</strong> This introductory course is for users with little or no experience with creating database applications. The course begins by planning and designing a database and covers the principles to consider to maximize data quality. The participants will then create a simple relational database with tables using the most common data types and set relationships. An accompanying application will be created that contains basic select queries, forms to enter data and reports to output summaries.</td>
<td>People who are familiar with computers and have experience using Microsoft Windows.</td>
</tr>
<tr>
<td><strong>Access 2013 - Level II</strong></td>
<td><strong>Description:</strong> This Advanced course is designed for users who can create simple applications with Access and now want to explore some of the intermediate to advanced skill sets. Participants will start by designing a database with a more complex relational model, then set table properties and relationships to further improve data quality, create forms with subforms and create grouped reports. Users will learn to create advanced queries such as those based on other queries, queries to manipulate data, and queries to summarize data. Finally, participants will learn to use macros to create event-driven programming to automate routine processes and incorporate these into the application.</td>
<td>People who are familiar with Windows and have taken the Access 2013 - Level I course, or have equivalent experience.</td>
</tr>
<tr>
<td><strong>Excel 2013 LII:</strong> Functions &amp; Formulas</td>
<td><strong>Description:</strong> This advanced course focuses on advanced Excel formulas using functions for conditional, logical, financial and date calculations. Participants will learn how to create formulas to look up and manipulate data when working with lists of data. Techniques for auditing and troubleshooting formulas will also be discussed.</td>
<td>People who are familiar with Windows and have taken the Excel 2013 - Level I course, or have equivalent experience.</td>
</tr>
<tr>
<td><strong>Excel 2013 LIII:</strong> Advanced Formulas</td>
<td><strong>Description:</strong> This two-half day advanced course covers a combination of many functions to create formulas for summarizing, extracting and formatting data. Conditional, logical, duplicate and date types of calculations will be analyzed.</td>
<td>For this advanced formulas course, users must have completed the Excel Level II: Functions &amp; Formulas non-credit course or have equivalent experience.</td>
</tr>
<tr>
<td><strong>Excel 2013 LIII:</strong> Macros</td>
<td><strong>Description:</strong> Level III provides techniques to automate common repetitive tasks that are used in the Excel workbook development. Participants will learn how to use the Excel built in macro recorder to create basic macros and the Visual Basic for Applications (VBA) Editor to enhance, customize and create methods of deployment. This course is run over two weeks so participants can review and practice more between sessions.</td>
<td>People who have taken any previous Excel 2013 Level II course, or have equivalent experience.</td>
</tr>
<tr>
<td><strong>Excel 2013 LII:</strong> Data Analysis &amp; Presentation</td>
<td><strong>Description:</strong> This advanced course introduces participants to tools for analyzing data using features such as sorting, filtering, importing and sharing data. Users will be introduced to various methods for presenting data in report format using Pivot Tables and Charts. Additional topics include conditional and customized formatting.</td>
<td>People who are familiar with Windows and have taken the Excel 2013 - Level I course, or have equivalent experience.</td>
</tr>
<tr>
<td><strong>Photoshop - Intro</strong></td>
<td><strong>Description:</strong> This introductory course provides participants with the concepts and skills to use Adobe Photoshop CS5 effectively. Users will learn how to use layers and apply filters to create special effects. Other topics include image creating/editing enhancement; photo retouching; and saving images in web, print, and PDF formats.</td>
<td>This course is designed for the average computer user who is familiar with the basic skills of computer use and understands file management.</td>
</tr>
</tbody>
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**Specialty Courses**

**Learn valuable skills and tips in just two hours.**

**Excel Pivot Tables (EXPVT)**
Learn how to extract data from long lists of information and present it in readable forms to create multidimensional data views. Participants must already be familiar with Excel.

**Mail Merging in Word (WDMM)**
Produce letters, envelopes and labels for mailings (large or small) by adding a personalized touch. The list of recipients for the mail merge will be established using a new or an existing data source stored in formats such as Excel or other table formats. Methods on how to maintain the data list for frequent mailings will also be shared.

**PowerPoint Essentials (PPTES)**
Use PowerPoint to enhance your multimedia presentations. Learn how to create a basic slideshow using text, graphics and some animation basics.

Fax your completed registration form to: 519-661-3486 (ext. 83486)

Or register online at: http://www.uwo.ca/its/courses/