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/Acct#: ______________
☐ A/R or P.O. Invoice#: ______________
☐ I plan to pay by COD (cash, debit or credit card)

Course Code Dates Fee*

Access 2013 - Level 1 (now 4 half days) Oct 18, 19, 20 & 21 (AM) ACCI13 280.00
Excel 2013 - Level 1 (2nd offering) Oct 25, 26 & 27 (PM) EXI13-2 220.00
Excel 2013 - Level II (2nd offering) Dec 6, 7, 8 & 9 (AM) EXII-DA2 220.00
Excel 2013 - Level II Dec 13 & 14 (PM) EXIII-AF 220.00
Excel 2013 - Pivot Tables Nov 29, 30 & Dec 1 (PM) EXPVT 50.00
Office 2013 Overview Oct 13 (Thurs 2-4pm) MSO 50.00
Word 2013 Productivity Tips Dec 15 (Thurs 2-4pm) WDPRT 50.00

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 ‘FYI’ 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/
Fax to ITS Admin Office: 519-661-3486 (x83486)
Send form via Campus Mail to: ITS Courses @ SSB 4300

Fax 519-661-3800
Web: http://www.uwo.ca/its/courses/
**Photoshop - Intro**

**Description:** 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.

**Who Should Attend:** This course is designed for the average computer user who is familiar with the basic skills of computer use and understands file management.

**Access 2013 - Level I**

**Description:** This introductory course is for users with little or no experience 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.

**Who Should Attend:** People who are familiar with computers and have experience using Microsoft Windows.

**Access 2013 - Level II**

**Description:** 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.

**Who Should Attend:** People who are familiar with Windows and have taken the Access 2013 - Level I course, or have equivalent experience.

**Excel 2013 Level I**

**Description:** This introductory course teaches users how to create and maintain workbooks with basic calculations. Participants will use a variety of Excel features to format and determine a suitable layout for common business reports such as budgets, inventory reports, and invoices.

**Who Should Attend:** People who are familiar with computers and have experience using Microsoft Windows.

**Excel 2013 LII: Functions & Formulas**

**Description:** 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.

**Who Should Attend:** People who are familiar with Windows and have taken the Excel 2013 - Level I course, or have equivalent experience.

**Excel 2013 LII: Advanced Formulas**

**Description:** 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.

**Who Should Attend:** For this advanced formulas course, users must have completed the Excel Level II: Functions & Formulas non-credit course or have equivalent experience.

**Excel 2013 LIII: Macros**

**Description:** This course will be not be offered until next term. Send an email to the course coordinator (its-courses@uwo.ca) and ask to be added to next term’s contact list. As soon as the course schedule is available, you will be notified by email.

**Excel 2013 LIII: Data Analysis & Presentation**

**Description:** 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.

**Who Should Attend:** People who are familiar with Windows and have taken the Excel 2013 - Level I course, or have equivalent experience.

**Excel 2013 Pivot Tables**

**Description:** Learn how to extract data from long lists of information and present it in readable forms to create multidimensional data views.

**NOTE:** Participants must already be familiar with Excel.

**Office 2013 Overview**

This specialty course will provide an overview of Office 2013 products such as Access, Excel, Word and PowerPoint. Participants should already be familiar with Office and are interested in gaining tips and exploring new features about this latest version of Office.

**Word 2013 Productivity Tips**

Review features that will simplify structuring and editing in Word documents. Participants will utilize several tools and learn shortcuts for efficiently maintaining and managing documents.

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Or register online at:

http://www.uwo.ca/its/courses/