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*
———————	———————	———————
———————	———————	———————
———————	———————	———————
———————	———————	———————
	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 WTS.

Fax your completed registration form:
519-661-2058 (ext. 82058)

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

REGISTRATION INFORMATION

Course Materials:

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

Course Registrations:

Ensure you meet any course prerequisites listed in the brochure before completing your registration. All registrations are processed in the order they are received.

If you have not received an 'FYI' email with the course details within three business days, call WTS @ 519-661-3800 and ask for the Administration Office.

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 WTS.

All registrants are subject to the WTS 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 WTS Administration Office receives a notification of withdrawal by email (**wts-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 WTS course cancellation fee.

Register online: http://wts.uwo.ca/courses/

-- or --

Fax form to WTS Admin Office: 519-661-2058 (x82058)

-- or --

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

Western Technology Services
Western University
Support Services Building, Room 4300
1393 Western Road, London, ON N6G 1G9

Phone: 519-661-3800   Fax: 519-661-2058

Email: wts-courses@uwo.ca

Web: http://wts.uwo.ca/courses/

Western Technology Services

Winter/Spring 2018 Non-Credit Computer Courses
for faculty, staff, and graduate students

WTS 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 sessions: 9:00a.m.- 12:00p.m.
PM sessions: 1:00p.m. - 4:00p.m.

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

COURSE	DATES	CODE	COST$
Access 2013 - Level I	Mar 6, 7, 8 & 9 (AM)	ACCI13	280.00
Excel 2013 - Level I	Feb 6, 7 & 8 (PM)	EXI13	220.00
InDesign	Apr 17, 18 & 19 (AM)	INDS	220.00
Photoshop-Intro	Jan 30, 31 & Feb 1 (AM)	PS	220.00

ADVANCED

All advanced courses have minimum prerequisites; refer to the descriptions for more details.

COURSE	DATES	CODE	COST$
Access 2013 - Level II	Apr 24, 25, 26 & 27 (AM)	ACCII13	280.00
Excel 2013 LII: Data Analysis & Pres.	Feb 27, 28 & Mar 1 (PM)	EXII-DA	220.00
Excel 2013 LII: Functions & Formulas	Mar 20, 21 & 22 (PM)	EXII-FF	220.00
Excel 2013 LIII: Advanced Formulas	Apr 11 & 12 (PM)	EXIII-AF	150.00
Photoshop-Advanced	Apr 11, 12 & 13 (AM)	PSADV	220.00

SPECIALTY

Learn valuable skills and productivity tips in just two hours.

COURSE	DATE	CODE	COST$
Excel 2013 Pivot Tables	Mar 15 (Thurs 2-4 PM)	EXPVT	50.00
PowerPoint 2013 Essentials	Apr 18 (Wed 2-4 PM)	PPTES	50.00
Word 2013 Formatting Tips	Feb 14 (Wed 2-4 PM)	WDFOR	50.00
Word 2013 Mail Merging	Feb 15 (Thurs 2-4 PM)	WDMM	50.00
Word 2013 Productivity Tips	Mar 14 (Wed 2-4 PM)	WDPRD	50.00

Access 2013 Level I

Description: 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.

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: 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 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 LIII: 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 <u>must</u> have completed the Excel Level II: Functions & Formulas non-credit course or have equivalent experience.*

Excel 2013 LIII: Macros

This course will be offered again next term. Send an email to the course coordinator (wts-courses @uwo.ca) if you want to be added to the contact list for next term.

InDesign

Description: In this three half-day course, users will learn how to create a document such as a flyer or brochure using basic desktop publishing skills. Participants will design and format a document; apply advanced styles; and work with various elements to align, arrange, and transform objects and tables within the document. Finally, users will learn the techniques required to package the document together for printing or web distribution.

Who Should Attend: *People who are already familiar with other Adobe software (such as Acrobat and Photoshop) and word processing programs.*

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.*

Photoshop-Advanced *NEW!*

Description: This course is designed for users who want to explore some of the intermediate to advanced skill sets that Photoshop has to offer. Participants will be introduced to advanced tools that allow them to create text paths, advanced cloning features and working with complicated backgrounds plus many other advanced features that extend beyond the concepts of the Photoshop-Intro course.

Who Should Attend: *People who are familiar with Windows and have taken the Photoshop-Intro course or have equivalent experience.*

Specialty Courses

Learn valuable skills and productivity tips in just two hours.

Excel Pivot Tables

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.

PowerPoint 2013 Essentials

Use PowerPoint to enhance your multi-media presentations. Learn how to create a basic slideshow using text, graphics and some animation basics.

Word 2013 Formatting Tips

Reinforce and enhance everyday skills required for arranging and aligning paragraphs of text within a document. Learn tips and tricks for formatting text consistently and efficiently; as well as controlling bulleted and numbered lists.

Word 2013 Mail Merging

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.

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://wts.uwo.ca/courses/