REGISTRATION FORM

WESTERN FACULTY, STAFF, AFFILIATES AND GRADUATE STUDENTS ARE GIVEN PRIORITY. OTHER REGISTRATIONS WILL BE CONSIDERED 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* __________________________

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 "FYI" 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/
Fax form to WTS Admin Office: 519-661-2058 (x82058)
Send form via Campus Mail to: WTS Courses @ SSB 4300

REGISTRATION INFORMATION

Fall 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.

NOTE: Office 2013 users can also attend any of the Office 2016 course sessions listed below.

INTRODUCTORY

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DATES</th>
<th>CODE</th>
<th>COST $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access 2016 - Level I</td>
<td>Oct 30, 31 &amp; Nov 1, 2 (AM)</td>
<td>ACCI16</td>
<td>280.00</td>
</tr>
<tr>
<td>Excel 2016 - Level I</td>
<td>Oct 16, 17 &amp; 18 (PM)</td>
<td>EXI16</td>
<td>220.00</td>
</tr>
<tr>
<td>InDesign</td>
<td>Nov 20, 21 &amp; 22 (AM)</td>
<td>INDS</td>
<td>220.00</td>
</tr>
<tr>
<td>Photoshop-Intro</td>
<td>Oct 23, 24 &amp; 25 (AM)</td>
<td>PS</td>
<td>220.00</td>
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SPECIALTY

<table>
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<tr>
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<tbody>
<tr>
<td>Office 2016 Overview</td>
<td>Oct 11 (Thurs 2-4 PM)</td>
<td>MOSO16</td>
<td>50.00</td>
</tr>
<tr>
<td>Word 2016 Formatting Tips</td>
<td>Nov 28 (Fri 1-3 PM)</td>
<td>WDFORM</td>
<td>50.00</td>
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ADVANCED

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

<table>
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<tbody>
<tr>
<td>Access 2016 - Level II</td>
<td>Dec 11, 12, 13 &amp; 14 (AM)</td>
<td>ACCII16</td>
<td>280.00</td>
</tr>
<tr>
<td>Excel 2016 LII: Data Analysis &amp; Pres.</td>
<td>Nov 6, 7 &amp; 8 (PM)</td>
<td>EXII DA</td>
<td>220.00</td>
</tr>
<tr>
<td>Excel 2016 LII: Functions &amp; Formulas</td>
<td>Dec 4, 5 &amp; 6 (PM)</td>
<td>EXII FF</td>
<td>220.00</td>
</tr>
<tr>
<td>Excel 2016 LIII: Advanced Formulas</td>
<td>Dec 18 &amp; 19 (PM)</td>
<td>EXIII AF</td>
<td>150.00</td>
</tr>
<tr>
<td>Photoshop-Advanced</td>
<td>Nov 27, 28 &amp; 29 (AM)</td>
<td>PSADV</td>
<td>220.00</td>
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</tbody>
</table>

TOTAL

$50.00

*SPECIALTY

Learn valuable skills and productivity tips in just two hours.

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

or return the form via Campus Mail:
WTS Courses @ SSB 4300
Access 2016 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 2016 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 Level I course, or have equivalent experience.

Excel 2016 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 Windows and have experience using Microsoft Windows.

Excel 2016 Level II
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 Level I course, or have equivalent experience.

Excel 2016 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 Level I course, or have equivalent experience.

Excel 2016 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 Level I course, or have equivalent experience.

Excel 2016 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 2016 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 Level I course, or have equivalent experience.

Excel 2016 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 must have completed the Excel Level II: Functions & Formulas non-credit course or have equivalent experience.

Excel 2016 LIII: Macros
Description: 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 use Adobe InDesign to 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 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
Description: This course is designed for users who want to explore some of the intermediate to advanced skill sets that Adobe 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.

Office 2016 Overview
This specialty course will provide an overview of Office 2016 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 2016 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 2016 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.

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