OHIO STATE ATI CONTINUING EDUCATION REGISTRATION FORM

Name (PLEASE PRINT)

Home Address

Home City, State & Zip

Cell Phone Number Email Address

What is the best way to contact you in case of a class cancellation?

❑ cell phone  ❑ email  ❑ other

Company Company Address

Company City, State & Zip

Basic Excel - $195 (includes book) Intermediate Excel - $195 (includes book)
Monday June 10, 2019 Friday June 14, 2019
9:00 a.m. – 4:15 p.m. Halterman Hall, Computer Lab, Room 203

Advanced Excel - $195 (includes book) Excel Functions & Formulas - $99 (includes book)
Tuesday June 18, 2019 Friday June 28, 2019
9:00 a.m. – 4:15 p.m. Halterman Hall, Computer Lab, Room 203

Excel Pivot Tables & Vlookup - $99 (includes book) Basic Access - $195 (includes book)
Friday June 28, 2019 Friday July 12, 2019
1:00 p.m. – 5:00 p.m. Halterman Hall, Computer Lab, Room 203

PowerPoint - $195 (includes book) Beginning Macros - $99 (includes book)
Wednesday July 17, 2019 Friday July 26, 2019
9:00 a.m. – 4:15 p.m. Halterman Hall, Computer Lab, Room 203

Advanced Macros - $99 (includes book) Advanced Access - $195 (includes book)
Friday July 26, 2019 Friday July 26, 2019
1:00 p.m. – 5:00 p.m. Halterman Hall, Computer Lab, Room 203

The version used for all above Excel and PowerPoint courses is Microsoft Office 2016 for Windows.

All above courses are held on The Ohio State ATI campus, 1328 Dover Road, Wooster, OH.

Lunch will be on your own from 12:00-12:45 p.m. Two local food options close to campus include: Subway & Guerne Heights Drive-In. Directions to these locations will be available upon request.

Method of Payment

❑ Check made payable to Ohio State University ❑ Company PO # _________________________ for employee(s) taking above course(s)
❑ Credit card (We can only accept credit card information in person, by phone or by US mail.)
To request accommodations for a disability, please describe here:

Fax to: 330-287-7593  Mail to: Ohio State ATI Business Training & Educational Services Shisler Conference Center 1625 Wilson Road Wooster, OH 44691
Phone: 330-287-7511  Email: burkey.56@osu.edu

Refund Policy: A 100% refund, less $50 processing fee, will be available only if Ohio State ATI is notified by 14 days prior to the training. No refund after this date. In the event of insufficient enrollment, it may be necessary to cancel a course. If so, you will be notified in advance and receive a full refund of fees.