

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)
Monday June 10, 2019
9:00 a.m. – 4:15 p.m.
Halterman Hall, Computer Lab, Room 203

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

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

Excel Functions & Formulas - \$99 (includes book)
Friday June 28, 2019
8:00 a.m. – 12:00 p.m.
Halterman Hall, Computer Lab, Room 203

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

Basic Access - \$195 (includes book)
Friday July 12, 2019
9:00 a.m. – 4:15 p.m.
Halterman Hall, Computer Lab, Room 203

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

Beginning Macros - \$99 (includes book)
Friday July 26, 2019
8:00 a.m. – 12:00 p.m.
Halterman Hall, Computer Lab, Room 203

Advanced Macros - \$99 (includes book)
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 in:	330-287-7511	Email to:	burkey.56@osu.edu
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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.