



**Continuing Education Centre – Oshawa Campus**  
850 King St. W., Unit 26, Oshawa, ON L1J 8N5  
Tel: (905) 438-0570 Fax: (905) 438-0571

**MICROSOFT OFFICE CERTIFICATION  
REGISTRATION FORM**

**January 9 – June 26, 2019**  
**Monday and Wednesday Evenings**  
**6:00 – 9:00 pm with online component**

\_\_\_\_\_  
Surname (Legal last name)      First Name (Legal First Name)      OEN (if known)

Address: \_\_\_\_\_  
Street      City/Town      Postal Code

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Phone #: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Gender: Male Female  
mm      dd      yyyy      (please circle one)

Email Address: \_\_\_\_\_

Citizenship Status: \_\_\_\_\_ Date of Entry into Canada: \_\_\_\_\_

Name of Country of Province, if born outside of Ontario/Canada: \_\_\_\_\_

**Please check which Part(s) you wish to register for. Students do not need to register for Part A before registering for Part B.**

***Students who have a good working knowledge of Microsoft Office may choose to accelerate and complete Part A & B from January 9 - April 3, 2019***

- Part A (Word, Outlook and PowerPoint): January 9 – April 8, 2019 + 1 Saturday (BTA3O1)
- Part B (Excel and Access): January 9 – April 8, 2019 + 1 Saturday (BTX4E1)
- Part C (Word Expert and Excel Expert): April 10 – June 26, 2019 + 1 Saturday (BTX4C1)

Payment: \$695 for all three sessions OR \$232 for each individual session

Total Paid: \_\_\_\_\_ Date: \_\_\_\_\_

Cash     Credit     Debit    Received by: \_\_\_\_\_

Date: \_\_\_\_\_ Student Signature: \_\_\_\_\_