



**Authorization to Attend  
Microcomputer Courses**

Please complete this form & return to  
S.I.M.S. Education, The Residence,  
90 Gerrard St. West (NR 3-305)  
or fax to (416) 340-4083. In addition, you  
must call (416) 340-5091 to confirm schedule  
and registration availability.

# University Health Network

Toronto General Hospital Toronto Western Hospital Princess Margaret Hospital

*Applicant Information:*

Last Name:	First Name:
Hospital/Department:	Position:
Location:	Telephone No./ext.:

**COMPUTER-BASED TRAINING (CBT) COURSES**

**Session Times & Dates:**

Monday and Tuesday 10:00 am – 12:00 pm, 2:00 pm – 4:00 pm, and 4:00 pm – 6:00 pm

Wednesday and Thursday 10:00 am – 12:00 pm and 2:00 pm – 4:00 pm

Please indicate **the number of 2-hour sessions of Computer-Based Training** the applicant is authorized to attend.  
Most courses can be completed within 2 – 3 two-hour sessions (students will learn at their own pace). **Sessions are free for UHN Staff with appropriate authorization.** Price per two-hour session for non-UHN staff is \$30:

<u>No. of Sessions</u>	<u>No. of Sessions</u>	<b>OFFICE USE ONLY</b>	
		<b>BILLING ONLY</b>	
		Date	Charges \$
___ Windows 2000	___ Outlook 2000 Proficient		
___ Word 2000 Proficient	___ Outlook 2000 Expert		
___ Word 2000 Expert	___ Project 2000		
___ Excel 2000 Proficient	___ Typing Master		
___ Excel 2000 Expert			
___ Power Point 2000 Proficient			
___ Power Point 2000 Expert			
___ Access 2000 Proficient			
___ Access 2000 Expert			
		<b><u>TOTAL:</u></b>	

**Cancellation Policy**

Due to the material and instructional costs associated with the planning and implementing of training programs, we request notification of all cancellation **not less than 24 business hours prior to the session date.** If appropriate notification of cancellation is not received, a fee of \$25.00 will be charged per session.

*Authorization Information:*

Authorized By:	Title:	Functional Centre:
Authorization Signature:	Location (floor/room#):	Telephone No./ext:
Date:		