



**Authorization to Attend  
Microcomputer Courses**

Please complete this form electronically and e-mail it to [simseducation@uhn.on.ca](mailto:simseducation@uhn.on.ca)

In addition, you must call (416) 340-5091 to confirm schedule and registration availability.

The CBT lab is located at The Residence, 90 Gerrard St. West (NR 3-305)

# University Health Network

Toronto General Hospital Toronto Western Hospital Princess Margaret Hospital

*Applicant Information:*

Last Name:		First Name:	
Address (For sending out receipt):			
Company:			
Telephone (H):		Telephone (B):	

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

Please indicate **the number of 2-hour sessions of Computer-Based Training** you would like to attend . Most courses can be completed within 2 – 3 two-hour sessions (students will learn at their own pace). Price per two-hour session is \$30. Please write a cheque to **SIMS Education** and bring it to the session.

<u>No. of Sessions</u>		<u>No. of Sessions</u>		<b>OFFICE USE ONLY BILLING ONLY</b>	
				Date	Charges \$
<input type="checkbox"/> Windows 2000		<input type="checkbox"/> Outlook 2000 Proficient			
<input type="checkbox"/> Word 2000 Proficient		<input type="checkbox"/> Outlook 2000 Expert			
<input type="checkbox"/> Word 2000 Expert		<input type="checkbox"/> Project 2000			
<input type="checkbox"/> Excel 2000 Proficient		<input type="checkbox"/> Typing Master			
<input type="checkbox"/> Excel 2000 Expert					
<input type="checkbox"/> Power Point 2000 Proficient					
<input type="checkbox"/> Power Point 2000 Expert					
<input type="checkbox"/> Access 2000 Proficient					
<input type="checkbox"/> 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.