



**Co-curricular Activity Registration Form (UG only) TERM - 200910**

**MICROSOFT OFFICE**

<b>Student Name:</b>			
	<i>Last</i>	<i>First</i>	
<b>Student ID:</b>		<b>Faculty:</b>	<b>Program:</b>
<b>Email:</b>		<b>Home Phone:</b>	<b>Mobile:</b>

**Please select the courses that you would like to pursue:**

**NCR\***

<b>COCR 1020</b>	Mon 1-3 <input type="checkbox"/>	Tues 3-5 <input type="checkbox"/>	Wed 11-1 <input type="checkbox"/>	Wed 1-3 <input type="checkbox"/>	Thurs 9-11 <input type="checkbox"/>	<input type="checkbox"/>
Microsoft Office Word						
<b>COCR 1021</b>	Mon 3-5 <input type="checkbox"/>	Tues 9-11 <input type="checkbox"/>	Thurs 11-1 <input type="checkbox"/>	Fri 3-5 <input type="checkbox"/>	<input type="checkbox"/>	
Microsoft Office Excel						
<b>COCR 1022</b>	Tues 11-1 <input type="checkbox"/>	Fri 9-11 <input type="checkbox"/>	Fri 11-1 <input type="checkbox"/>	Fri 1-3 <input type="checkbox"/>	<input type="checkbox"/>	
Microsoft Office PowerPoint						
<b>COCR 1023</b>	Mon 9-11 <input type="checkbox"/>	Wed 3-5 <input type="checkbox"/>	<input type="checkbox"/>			
Microsoft Office Outlook						
<b>COCR 1024</b>	Wed 9-11 <input type="checkbox"/>	<input type="checkbox"/>				
Microsoft Office Access						

You may complete one or more of these Microsoft Office 2007 courses throughout your undergraduate academic life at UWI, once approved by faculty. Students who are NOT GATE APPROVED are required to pay fees – two credits per course.

**In applying for the Microsoft Office programme:**

1. I understand that these Microsoft Office 2007 course credits cannot count towards my degree unless I complete a minimum of **three (3)** of these **one (1)** credit Microsoft components above.
2. I understand that I must successfully complete all exams at the official **Certiport Testing Centre** located on the campus.
3. I have read and understood all rules and regulations governing these courses as outlined in the Handbook on Co-Curricular Credits for the Academic Year 2009-2010.

<b>Student Signature</b> _____	<b>Date:</b> /    /2009
<b>Signature, Administrator: I.T. Academy</b> _____	<b>Date:</b> /    /2009
<b>Signature, Dean/Co-Curricular Coordinator</b> _____	<b>Date:</b> /    /2009

**Teaching Begins:**    Week of 7th September , 2009    **Teaching Ends:** 30th October, 2009  
**Exam Preparation:**    2<sup>nd</sup> November, 2009 – 20th November, 2009  
**Examination Dates:** 23<sup>rd</sup> November, 2009 – 27<sup>th</sup> November, 2009.  
**See overleaf for Examination Schedule.**

\*If you wish to take any of these courses as NOT FOR CREDIT [NCR] please complete the Not for Credit (NCR) request form which can be obtained from the Customer Service Centre, Student Administration Building or can be downloaded at <http://www.sta.uwi.edu/onlineforms.asp>. Completed NCR forms should be handed in at the Customer Service Centre, Student Administrative Building as soon as possible.



**THE UNIVERSITY OF THE WEST INDIES**  
ST. AUGUSTINE, TRINIDAD & TOBAGO, WEST INDIES  
**FACULTY OF SCIENCE & AGRICULTURE &**  
**CAMPUS IT SERVICES**

**COCR 1020 to COCR 1024**  
**Examination Schedule**  
**Semester 1(200910)**

DAYS	TIMES							
	9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5
Mon 23/11/2009	<b>1023</b>	<b>1023</b>			<b>1020</b>	<b>1020</b>	<b>1021</b>	<b>1021</b>
Tues 24/11/2009	<b>1021</b>	<b>1021</b>	<b>1022</b>	<b>1022</b>			<b>1020</b>	<b>1020</b>
Wed 25/11/2009	<b>1024</b>	<b>1024</b>	<b>1020</b>	<b>1020</b>	<b>1020</b>	<b>1020</b>	<b>1023</b>	<b>1023</b>
Thurs 26/11/2009	<b>1020</b>	<b>1020</b>	<b>1021</b>	<b>1021</b>				
Fri 27/11/2009	<b>1022</b>	<b>1022</b>	<b>1022</b>	<b>1022</b>	<b>1022</b>	<b>1022</b>	<b>1021</b>	<b>1021</b>