Registration Form – High School (Form 4 and up) Students - SUMMER - 2009

MICROSOFT OFFICE

Student Name:

Last
First

Student ID:

School:
Class:

Email:

Home Phone:
Mobile:

Please select the courses that you would like to pursue:

<table>
<thead>
<tr>
<th>TITLE</th>
<th>CODE</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Word</td>
<td>1020</td>
<td>9:20 at LRC East Lab 5th – 16th July 2010</td>
</tr>
<tr>
<td>PowerPoint</td>
<td>1022</td>
<td>9:20 at LRC East Lab 19th – 30th July 2010</td>
</tr>
</tbody>
</table>

You may complete one or more of these Microsoft Office 2007 courses. Students are required to pay fees at the Cashier, New Student Administration Building, UWI, St. Augustine.

In applying for the Microsoft Office programme:

1. I understand that the exams for these Microsoft Office 2007 courses are ONLINE through Certiport (an Examining Body for Microsoft). These are international administered and recognized exams.
2. I understand that I must successfully complete all exams at the official Certiport Testing Centre located on the campus. Result for an exam is available immediately upon completion.
3. Each exam is approximately one hour. In the event that a student fails on the first attempt Microsoft offers a resit exam within 28 days. Resit vouchers are sent to students via their e-mail addresses.
4. I have read and understood all rules and regulations governing these courses as outlined above.

Student Signature ___________________________________________ Date: / /2010

Signature, Administrator: I.T. Academy __________________________ Date: / /2010

Signature, Parent/Guardian ________________________________ Date: / /2010

Word
Teaching/Practice Begins: 5th July, 2010 Teaching/Practice Ends: 13th July, 2010
Exam Preparation: 14th – 15th July, 2010
Examination Date: 16th July, 2010.

Power Point
Teaching/Practice Begins: 19th July, 2010 Teaching/Practice Ends: 27th July, 2010
Exam Preparation: 28th – 29th July, 2010
Examination Date: 30th July, 2010.

See overleaf for Examination Schedule.

RETURN TO KARLENE BARROW-WINTERS OR CLIVE LASHLEY AT CITS BY JULY 1st, 2010
# 1020(Word) and 1022(Power Point) Examination Schedule

**Summer (200930)**

<table>
<thead>
<tr>
<th>DAY</th>
<th>TIMES</th>
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</thead>
<tbody>
<tr>
<td>16/7/2010</td>
<td>1020</td>
</tr>
<tr>
<td>30/7/2010</td>
<td>1022</td>
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