



**USF HEALTH IS
Instructional Design and Training
Registration Form**

Please complete the following information and fax this form back to (813) 396-9619.

Name:		
Title:		
Department / Division:		
Phone Number:		Pager Number:
Fax Number:		
Email Address:		
Mailpoint:		
Supervisor / Attending:		
Today's Date:		

Please use the table below to indicate which Course, Preferred Date and Time you wish to attend. After you are registered for a specific class, you will receive a confirmation letter indicating the course name, date, time and location of the training. Thank you.

Course Name	Preferred Date	Preferred Time/Location
Coda e-Procurement Beginning Online		
Coda e-Procurement Advanced		
Coda / Cognos Browse and Reports		
Microsoft Outlook 2007 Beginners		
Microsoft Outlook 2007 Intermediate		
Microsoft Word 2007 Beginners		
Microsoft Word 2007 Intermediate		
Microsoft Excel 2007 Beginners		
Microsoft Excel 2007 Intermediate		
Microsoft Powerpoint 2007 Beginners		
Microsoft Powerpoint 2007 Intermediate		
Microsoft Outlook 2003 Q & A		
Microsoft Word 2003 Q & A		
Microsoft Excel 2003 Q & A		
Microsoft Powerpoint 2003 Q & A		
Information Technology Overview		

Should you have any questions, please do not hesitate to contact Diana Collins at (813) 396-9589 or email at dcollins@health.usf.edu or Dana Frederick at (813) 396-9587 or email at dfrederi@health.usf.edu. Thank you!