

The University College of the North (UCN), is pleased to offer the following:

# MS Excel Intermediate

**Effective November 1, 2021 all students must be fully vaccinated to attend training. Proof of vaccination will be required to enter UCN facility. Masks will be mandatory.**

**Location:** UCN – SVWDC 1485 3<sup>rd</sup> Street N. Classes will be held face to face, on site with a live instructor

**Date:** February 8, 9, & 10, 2022 from 9:00 am – 4:00 pm.

**Course Cost:** \$117.00 plus (\$5.85 gst) payable at time of registration

**MS Excel Intermediate** (EXT.0032)

This Intermediate Microsoft Excel course is designed for individuals who have used Excel previously and want to expand their knowledge. This course develops skills necessary to work with and link multiple worksheets and workbooks.

**To **register** or for further information  
Contact Lindsay Cook at 204-734-4419 or  
lcook@ucn.ca**

The fee must accompany the registration form in order for your seat to be held. Pay by cash, check, Purchase Order, ATI, TAN, MasterCard/Visa. Courses are subject to cancellation due to insufficient enrolment. Refund Policy: 100% refund will be issued if course is cancelled by UCN. If student wishes to withdraw, a refund will be issued providing the original receipt and voluntary withdrawal form are submitted to UCN 5 business days prior to first day of class.

**Deadline to register & make payment arrangements: January 28, 2022 by 3:00pm**

Further information and course offerings can be found at [ucn.ca/cis](http://ucn.ca/cis)



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