

Shortcourse Registration Form

All fields must be completed for Professional Development to process this form. This form must be signed by your supervisor or it will not be processed.

If a Shortcourse is required by your department, you may be punched in for the duration of the class. All paid Shortcourses are paid for by STS (maximum of 5).

If you are taking the Shortcourse to enhance your skills, but it is not required by your department, you cannot be punched in for the duration of the class. In addition, you must pay the class fee yourself.

Please return to Bolton 229F or in the Shortcourse registration tray by the employee mailboxes or in the Shortcourse drop box at the front of Bolton 225. All cancellations must be sent to sc@uwm.edu or 414.229.5395, 48 hours before the scheduled start time of the class. There will be no admittance to any Shortcourse five minutes after the scheduled starting time.

Date: _____

Employee Name: _____

Email Address: _____

Department Name: _____

Primary Supervisor Name: _____

Primary Supervisor Signature: _____

Please check the box for the classes you want to register for and circle if it is a paid or unpaid class. If you have any questions about if you can be paid for attending a class or not, please contact your supervisor.

Access – Basic 1	<input type="checkbox"/> 09/15	<input type="checkbox"/> 10/04	<input type="checkbox"/> 10/23	<input type="checkbox"/> 11/05	<input type="checkbox"/> 11/11	Paid / Unpaid
Access – Basic 2	<input type="checkbox"/> 09/22	<input type="checkbox"/> 10/11	<input type="checkbox"/> 10/30	<input type="checkbox"/> 11/12	<input type="checkbox"/> 11/18	Paid / Unpaid
Access – Intermediate	<input type="checkbox"/> 09/29	<input type="checkbox"/> 10/18	<input type="checkbox"/> 11/06	<input type="checkbox"/> 11/25		Paid / Unpaid
Access – Advanced 1	<input type="checkbox"/> 11/20					Paid / Unpaid
Access – Advanced 2	<input type="checkbox"/> 12/04					Paid / Unpaid
Access – Security	<input type="checkbox"/> 11/17					Paid / Unpaid
Adobe Acrobat Standard- Part I	<input type="checkbox"/> 10/14					Paid / Unpaid
Adobe Acrobat Standard- Part II	<input type="checkbox"/> 10/21					Paid / Unpaid
Brio Insight 1	<input type="checkbox"/> 09/26	<input type="checkbox"/> 11/19				Paid / Unpaid
Brio Insight 2	<input type="checkbox"/> 10/03	<input type="checkbox"/> 11/26				Paid / Unpaid
Brio Report Runner	<input type="checkbox"/> 09/15	<input type="checkbox"/> 10/28	<input type="checkbox"/> 12/05			Paid / Unpaid
Building a Web Page	<input type="checkbox"/> 09/16	<input type="checkbox"/> 11/07				Paid / Unpaid
Building a Web Page Advanced	<input type="checkbox"/> 11/14					Paid / Unpaid
CGI Programs	<input type="checkbox"/> 12/04					Paid / Unpaid
ColdFusion MX- Basic Part I	<input type="checkbox"/> 09/30	<input type="checkbox"/> 11/26				Paid / Unpaid
ColdFusion MX- Basic Part II	<input type="checkbox"/> 10/07	<input type="checkbox"/> 12/03				Paid / Unpaid
Database Concepts	<input type="checkbox"/> 09/19					Paid / Unpaid

Departmental Web Pages	__ 11/19				Paid / Unpaid
Dreamweaver MX– Basic Part I	__ 09/17	__ 11/11			Paid / Unpaid
Dreamweaver MX– Basic Part II	__ 09/24	__ 11/18			Paid / Unpaid
Dreamweaver MX– Adv Part I	__ 10/01	__ 11/25			Paid / Unpaid
Dreamweaver MX– Adv Part II	__ 10/08	__ 12/02			Paid / Unpaid
Email Management at UWM	__ 10/15				Paid / Unpaid
Excel – Basic	__ 09/18	__ 10/10	__ 10/22	__ 11/08	Paid / Unpaid
Excel – Intermediate	__ 09/25	__ 10/29	__ 11/15		Paid / Unpaid
Excel – Advanced 1	__ 10/02				Paid / Unpaid
Excel – Advanced 2	__ 10/09				Paid / Unpaid
Excel – Basic- Mac	__ 12/01				Paid / Unpaid
Filemaker Pro for Mac- Basic 1	__ 10/23				Paid / Unpaid
Fireworks MX– Basic Part I	__ 10/10				Paid / Unpaid
Fireworks MX– Basic Part II	__ 10/17				Paid / Unpaid
Fireworks MX– Adv Part I	__ 10/24				Paid / Unpaid
Fireworks MX– Adv Part II	__ 10/31				Paid / Unpaid
Flash MX– Basic Part I	__ 09/17				Paid / Unpaid
Flash MX– Basic Part I	__ 09/24				Paid / Unpaid
Flash MX– Adv Part I	__ 10/01				Paid / Unpaid
Flash MX– Adv Part II	__ 10/08				Paid / Unpaid
FrontPage	__ 10/02				Paid / Unpaid
Hardware Overview	__ 10/22	__ 11/14			Paid / Unpaid
Internet Skills	__ 09/27	__ 10/17			Paid / Unpaid
JavaScript Basic 1	__ 11/03				Paid / Unpaid
JavaScript Basic 2	__ 11/10				Paid / Unpaid
JavaScript Advanced	__ 11/17				Paid / Unpaid
Mac OS X	__ 09/24	__ 11/06			Paid / Unpaid
MS Project – Basic 1	__ 10/14				Paid / Unpaid
MS Project – Basic 2	__ 10/21				Paid / Unpaid
MS Project – Advanced 1	__ 10/28				Paid / Unpaid
MS Project – Advanced 2	__ 11/04				Paid / Unpaid
Netscape Mail	__ 10/16				Paid / Unpaid
Outlook Express	__ 09/23				Paid / Unpaid
PageMaker	__ 11/21				Paid / Unpaid
PantherCal	__ 09/22	__ 12/02			Paid / Unpaid
PantherMail	__ 09/25	__ 11/04			Paid / Unpaid
Photoshop – Basic Part I	__ 09/29	__ 11/11			Paid / Unpaid
Photoshop – Basic Part II	__ 10/06	__ 11/18			Paid / Unpaid
Photoshop – Adv Part I	__ 10/13	__ 11/25			Paid / Unpaid
Photoshop – Adv Part II	__ 10/20	__ 12/02			Paid / Unpaid
PowerPoint – Basic	__ 09/26	__ 10/25	__ 11/12		Paid / Unpaid
PowerPoint – Intermediate	__ 10/03	__ 11/01			Paid / Unpaid
PowerPoint- Basic- Mac	__ 11/24				Paid / Unpaid
SPSS for Windows	__ 10/09				Paid / Unpaid
SQL – Intro	__ 09/23	__ 11/03			Paid / Unpaid
StarOffice 6.0 Overview	__ 09/16	__ 11/05			Paid / Unpaid
Troubleshooting Your PC	__ 10/29	__ 11/21			Paid / Unpaid
Unix – Basic	__ 10/06	__ 11/13			Paid / Unpaid
Virus Protection	__ 11/07				Paid / Unpaid
Windows XP – Basic	__ 09/20	__ 11/12			Paid / Unpaid
Word – Basic	__ 09/18	__ 10/15	__ 11/22		Paid / Unpaid

Word – Intermediate	__ 10/22	__ 12/06	Paid / Unpaid
Word – Advanced	__ 10/29		Paid / Unpaid
Word- Basic- Mac	__ 10/16		Paid / Unpaid
Writing a Thesis Paper	__ 11/24		Paid / Unpaid