

Registration for Long term Course

DATE: _____

1. Complete all the required items.
2. Print in **BLOCK LETTERS** and tick where appropriate.
3. A non-refundable form fee of K,2000.00 is required
4. Identity card fee K2,000.00
5. Student union contribution K1,500.00

A. PERSONAL INFORMATION

Surname _____ First Name _____ Other Names _____
Gender _____ Date of Birth (DD/MM/YR) _____ Age _____
Marital Status _____ Contact Cell No.: _____
Email _____ Employer _____
Current Res. Location _____ Contact Address _____
Disability / Medical challenge if any: _____

B. GUARDIAN/SPONSOR DETAILS

Name of Guardian/Sponsor _____
Current Res. Location _____ Tel _____
Email Address _____ Relationship to Student _____
Contact Address _____

C. COURSE APPLIED FOR

Course Name _____
Mode of learning *Weekday* *Weekend* *Evening*

D. ACADEMIC ENTRY REQUIREMENT

Qualifications (From Highest): _____
Last Secondary School Attended and Year: _____
Prior IT knowledge: _____

E. HOW DID YOU HEAR ABOUT US

Newspaper *Radio* *Television* *Friend* *Other (Specify)*

F. COURSES (WEEKDAYS AND WEEKEND) AND SUBJECTS

	COURSE	DURATION	TUITION FEE
1	IT Systems Support (City and Guilds)	1 year	
	<ul style="list-style-type: none"> ✓ Diploma in IT systems support (1 core, 3 optional) <ul style="list-style-type: none"> • 402 Customer support provision 2 (PA) • 401 Maintain ICT equipment and systems 2 (GOLA or Paper and PA) core unit • 404 Install, configure and maintain software (PA) • 408 Install, configure and test ICT Networks (PA) 	1 st semester (weekend option available)	K139,000.00
	<ul style="list-style-type: none"> ✓ Advanced Diploma in IT Systems support <ul style="list-style-type: none"> • 502 Customer support provision 3 (PA) • 503 Install, configure and integrate networked hardware and software (GOLA or Paper and PA) core unit • 506 ICT Systems and network management (PA) • 510 Maintain ICT equipment and systems 3 (PA) • 511 Implementing an ICT systems security policy (PA) 	2 nd semester (weekend option available)	K152,000.00
2	Computing & Information Systems (ABMA)		
	<ul style="list-style-type: none"> ✓ Diploma in Computing & Information Systems Level 4 No formal requirements but students should possess a GSCE, or equivalent, in Maths and English, at grade A* - D <ul style="list-style-type: none"> • Unit 1 Information Systems • Unit 2 Computer Programming • Unit 3 Information Systems Analysis & Design • Unit 4 Information Presentation & Analysis • Unit 5 Web Technologies 	6 Months	K152, 000.00
	<ul style="list-style-type: none"> ✓ Diploma in Computing & Information Systems Level 5 Level 4 Diploma & students should possess a GSCE, or equivalent, in Maths and English, at grade A* - D <ul style="list-style-type: none"> • Unit 1 Database Systems • Unit 2 Software Development • Unit 3 Information Systems Analysis & Design • Unit 4 Web Applications Development • Unit 5 E-Commerce Strategy 	6 Months	K164, 000.00
	<ul style="list-style-type: none"> ✓ Diploma in Computing & Information Systems Level 6 Level 5 Diploma & students should possess a GSCE, or equivalent, in Maths and English, at grade A* - D <ul style="list-style-type: none"> • Unit 1 Software engineering, Algorithm Design & Analysis • Unit 2 Enterprise Architecture • Unit 3 Organisational Security • Unit 4 IT Project Management • Unit 5 Scalable Web & E-Commerce 	6 Months	K175,000.00
3	Information and Communication Technology (TEVETA)		
	<ul style="list-style-type: none"> ✓ Level 1 (Foundation Certificate) Occupational Modules: Using a Computer, Using Software, Using Computer Devices, Managing a Computer, Providing Service, Servicing Computer Equipment, Managing Records Fundamental Modules: Occupation Safety and Health, Communication, Numeracy, Applied Science, Entrepreneurship 	6 Months	K101,000.00
	<ul style="list-style-type: none"> ✓ Level 2 (Intermediate Certificate) Occupational Modules: Managing Computer Networks, Providing ICT Computer Services, Installing Computer Systems, Providing Service to users Fundamental Modules: Occupation Safety and Health, Communication, Numeracy, Applied Science, Entrepreneurship 	6 Months	K 126,000.00
	<ul style="list-style-type: none"> ✓ Level 3 (Advanced Certificate) Occupational Modules: Developing websites, Maintaining Systems, Managing Networks 	6 Months	K126,000.00

	<p>Fundamental Modules: Occupation Safety and Health, Communication, Numeracy, Applied Science, Entrepreneurship</p>		
	<p>✓ Level 4 (Diploma) Occupation Modules: Programming, Databases, Networking, User Training Fundamental Modules: Occupation Safety and Health, Communication, Numeracy, Applied Science, Entrepreneurship</p>	6 Months	K126,000.00
4	<p>Business Management (ABE)</p>		
	<p>✓ Business Management – Level 4 Compulsory Units: Introduction to Accounting, Introduction to Business, Introduction to Communication, Introduction to Quantitative Methods</p> <p>✓ Business Management – Level 5 Compulsory Units: Quantitative methods for Business Management, The Business Environment, Financial Accounting, Marketing Policy, Planning and Communication, Organisational Behaviour, Human Resource Management Optional Units(choose two): Principals of Business Law, Management Accounting, Economics of Business, Managing the Customer Relationship & Entrepreneurship and Business Development</p>	6 Months	K84,000.00 K21,000.00 (Per Module) (Optional Module) K15,000.00
5	<p>Certificate in Financial Accounting (ICAM) Modules: Business Knowledge, Practical Mathematics, Business Communication, Business Accounting</p>	6 Months	K84,000.00
6	<p>Accounting Technician Diploma (ICAM) ✓ Requirements: Minimum of MSCE & Certificate In Financial Accounting Modules: Accounting 1, Communication, Business Mathematics & Statistics, Information Systems, Economics, Accounting 2, Auditing, Business Law, Costing & Budgetary Control, Taxation, Management, Company Law</p>		K21,000.00 Per Module (Optional Module) K15,000.00
7	<p>CompTIA A+ Certification Course covers maintenance of PC's, laptops, Operating Systems & Printers. Jobs graduates can expect include IT Support Specialist & administrator.</p>	6 Months (weekend option available)	K139, 000.00
8	<p>CompTIA N+ Certification Course covers network technologies, installation and configuration, media & topologies management, and security. Jobs graduates can expect include network administrator, network technician, network installer, help desk technician and IT cable installer</p>	6 Months (weekend option available)	K152, 000.00
9	<p>Administrative Studies (TEVET)</p>		
	<p>✓ Level 1 (Foundation Certificate) Occupational Modules: Organising an Office, Performing Reception Duties, Handling Mail, Performing Computer Operations, Filing and Reproducing Documents.</p>	6 Months	K100, 000.00
	<p>✓ Level 2 (Intermediate Certificate) Occupational Modules: Managing Office Supplies, Managing the Office, Organising Meetings</p>	6 Months	K125,000.00
	<p>✓ Level 3 (Advanced Certificate) Occupational Modules: Organising Events, Managing Human Resources</p>	6 Months	K125,000.00
10	<p>SURE START Bridging Course SURE START course seeks to prepare students for their college studies in IT and any other discipline. It will provide a student with a basic understanding of the concepts underlying the ICT revolution, introduce him/her to the vocabulary of the business world and improve their English and numeracy skills. Modules: College English and introduction to communication, Numeracy skill, Information Technology, Introduction to office procedures</p> <p><i>Intake : September</i></p>	10 weeks	K60,000.00

NOTE: For students unfamiliar with computers and with a Pass grade in both English & Maths at MSCE Level we strongly recommend the Tevet National Certificate in Level 1 or a tailor-made Bridging Course designed to bring students up to the required level to begin a career in IT.

G. MODE OF DELIVERY

Weekend classes: 8hrs | Saturdays for 5 Months

<p>A+ System Support Diploma N+ System Support Advanced Diploma</p>	}	<p>8hrs x 4weeks = 32hrs/Month 32hrs x 5months = 160hrs / Semester</p>
---	---	--

Weekday classes are delivered Mondays – Fridays 8am-4:30pm

H. PAYMENT POLICY

Tuition Fees:

100% of Course Fees must be paid at the beginning of the Semester. On payment a student will be issued with a payment card as proof of payment that will enable the student to enter the classroom. Fees must be paid either by Bank Transfer or direct to the Beehive Central Cashier (located at Reception of the John Paul II Leadership & IT Institute). The receipt or bank deposit slip must then be shown to the Registrar to complete the application.

January-June Semester: 100% of Tuition Fees must be paid in January at the beginning of the semester. July-December Semester: 100% of Tuition Fees must be paid in July at the beginning of the semester.

Boarding Fees:

100% of Boarding Fees must be paid at the beginning of the Semester.
 Girls Accommodation – K138, 000
 Boys Accommodation – K120, 000

In addition, students are required to pay a collateral fee of K20, 000 for the boarding facilities; refundable at the end of the semester after a thorough inspection by the boarding master.

On payment a student will be issued with a mattress and a payment card as proof of payment that will enable the student to enter the Boarding Facilities/Classrooms. Fees must be paid either by Bank Transfer or direct to the Beehive Central Cashier (located at the Reception of the John Paul II Leadership & IT Institute). The receipt or bank deposit slip must then be shown to the Registrar in order to complete the application.

I. BANK DETAILS

The John Paul II Leadership & IT Institute Bank Account Details:
 BANK/ AC NAME: JOHN PAUL II LITA
 BANK NAME: FMB (FIRST MERCHANT BANK)
 BRANCH: FIRST CORPORATE SERVICES
 A/C NUMBER: 0230385124

PLEASE NOTE THAT ALL PAYMENTS SHOULD BE DEPOSITED INTO THE BANK ACCOUNT ABOVE

By signing this form I agree to follow all the rules and regulations of the Institution.

Signature:

Date: