

**Registration for Long term Course**

**DATE:** \_\_\_\_\_

1. Complete all the required items.		Mark (√) for YES and (x) for NO	
2. Print in <b>BLOCK LETTERS</b> and tick where appropriate.		<b>6. New Student</b>	
3. A non-refundable form fee of K2, 000.00.	✓	<b>7. Continuing Student</b>	
4. Identity card fee K3, 000.00.		<b>8. Identity Card Number:</b>	
5. Student union contribution K1, 500.00.	✓	<b>9. Expiry Date: D M Y</b>	

**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**

Self-Sponsored  Government Sponsored  Full Bursary  JP2 Scholarship

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. ACCOMMODATION**

*Boarding*  *Day Scholar*

**F. HOW DID YOU HEAR ABOUT US?**

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

**G. COURSES (WEEKDAYS AND WEEKEND) AND SUBJECTS**

	<b>COURSE</b>	<b>DURATION</b>	<b>TUITION FEE</b>
<b>1</b>	<b>IT Systems Support (City and Guilds)</b>	<b>1 year</b>	
	<ul style="list-style-type: none"> <li>✓ <b>Diploma in IT systems support (1 core, 3 optional)</b> <ul style="list-style-type: none"> <li>• <b>401</b> Maintain ICT equipment and systems 2 (GOLA or Paper and PA) <b>core unit</b></li> <li>• <b>402</b> Customer support provision 2 (PA)</li> <li>• <b>404</b> Install, configure and maintain software (PA)</li> <li>• <b>408</b> Install, configure and test ICT Networks (PA)</li> </ul> </li> </ul>	1 <sup>st</sup> semester (weekend option available)	K150,000.00
	<ul style="list-style-type: none"> <li>✓ <b>Advanced Diploma in IT Systems support</b> <ul style="list-style-type: none"> <li>• <b>502</b> Customer support provision 3 (PA)</li> <li>• <b>503</b> Install, configure and integrate networked hardware and software (GOLA or Paper and PA) <b>core unit</b></li> <li>• <b>506</b> ICT Systems and network management (PA)</li> <li>• <b>510</b> Maintain ICT equipment and systems 3 (PA)</li> <li>• <b>511</b> Implementing an ICT systems security policy (PA)</li> </ul> </li> </ul>	2 <sup>nd</sup> semester (weekend option available)	K175,000.00
<b>2</b>	<b>Community Development (ABMA)</b>		
	<ul style="list-style-type: none"> <li>✓ <b>Diploma in Community Development Level 4</b> 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"> <li>• <b>Unit 1</b> Community Development Values</li> <li>• <b>Unit 2</b> Community Health and Disease Management</li> <li>• <b>Unit 3</b> Understanding Poverty in Communities</li> <li>• <b>Unit 4</b> Supporting the Vulnerable in communities</li> <li>• <b>Unit 5</b> Sociology and the community</li> </ul> </li> </ul>	6 Months (weekend option available)	K 120,000.00
	<ul style="list-style-type: none"> <li>✓ <b>Diploma in Community Development Level 5</b> <ul style="list-style-type: none"> <li>• <b>Unit 1</b> Business Planning and practice for community organisation</li> <li>• <b>Unit 2</b> Conflict Resolution and Community Campaigning</li> <li>• <b>Unit 3</b> Humanitarian Aid and Crisis Management</li> <li>• <b>Unit 4</b> Marketing Principles and Methods for Community Organisations</li> <li>• <b>Unit 5</b> Project Finance and Funding</li> </ul> </li> </ul>	6 Months (weekend option available)	K 130,000.00
	<ul style="list-style-type: none"> <li>✓ <b>Diploma in Community Development Level 6</b> <ul style="list-style-type: none"> <li>• <b>Unit 1</b> Community and Inter – Agency Working</li> <li>• <b>Unit 2</b> Social and Community Enterprise</li> <li>• <b>Unit 3</b> Intercultural Dialogue and Community Engagement</li> <li>• <b>Unit 4</b> Refractive Practice in Community Development</li> <li>• <b>Unit 5</b> Comparative Policy and Social Movements in Community Development</li> </ul> </li> </ul>	6 Months (weekend option available)	K 140,000.00
<b>3</b>	<b>Computing &amp; Information Systems (ABMA)</b>		
	<ul style="list-style-type: none"> <li>✓ <b>Certificate in Computing &amp; Information Systems Level 3</b> 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"> <li>• <b>Unit 1</b> Database Software</li> <li>• <b>Unit 2</b> Introduction to Computer Programming</li> <li>• <b>Unit 3</b> Small Business Systems</li> <li>• <b>Unit 4</b> Optimise IT System Performance</li> <li>• <b>Unit 5</b> Business Organisations</li> </ul> </li> </ul>	6 Months (weekend option available)	K130, 000.00

	<ul style="list-style-type: none"> <li>✓ <b>Diploma in Computing &amp; Information Systems Level 4</b> 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"> <li>• <b>Unit 1</b> Information Systems</li> <li>• <b>Unit 2</b> Computer Programming</li> <li>• <b>Unit 3</b> Information Systems Analysis &amp; Design</li> <li>• <b>Unit 4</b> Information Presentation &amp; Analysis</li> <li>• <b>Unit 5</b> Web Technologies</li> </ul> </li> </ul>	6 Months	K152,000.00
	<ul style="list-style-type: none"> <li>✓ <b>Diploma in Computing &amp; Information Systems Level 5</b> Level 4 Diploma &amp; students should possess a GSCE, or equivalent, in Maths and English, at grade A* - D               <ul style="list-style-type: none"> <li>• <b>Unit 1</b> Database Systems</li> <li>• <b>Unit 2</b> Software Development</li> <li>• <b>Unit 3</b> Information Systems Analysis &amp; Design</li> <li>• <b>Unit 4</b> Web Applications Development</li> <li>• <b>Unit 5</b> E-Commerce Strategy</li> </ul> </li> </ul>	6 Months	K165,000.00
	<ul style="list-style-type: none"> <li>✓ <b>Diploma in Computing &amp; Information Systems Level 6</b> Level 5 Diploma &amp; students should possess a GSCE, or equivalent, in Maths and English, at grade A* - D               <ul style="list-style-type: none"> <li>• <b>Unit 1</b> Software engineering, Algorithm Design &amp; Analysis</li> <li>• <b>Unit 2</b> Enterprise Architecture</li> <li>• <b>Unit 3</b> Organisational Security</li> <li>• <b>Unit 4</b> IT Project Management</li> <li>• <b>Unit 5</b> Scalable Web &amp; E-Commerce</li> </ul> </li> </ul>	6 Months	K175,000.00
<b>4</b>	<b>Computer Engineering (ABMA)</b>		
	<ul style="list-style-type: none"> <li>✓ <b>Certificate Level 3</b> <ul style="list-style-type: none"> <li>• <b>Unit 1:</b> The Computer</li> <li>• <b>Unit 2:</b> Principles of ICT System and Data Security</li> <li>• <b>Unit 3:</b> Customer care</li> <li>• <b>Unit 4:</b> Introduction to Networking</li> <li>• <b>Unit 5:</b> Personal Computer Hardware Support</li> </ul> </li> </ul>	6 Months (weekend option available)	K130,000.00
	<ul style="list-style-type: none"> <li>✓ <b>Diploma Level 4</b> <ul style="list-style-type: none"> <li>• <b>Unit 1:</b> Computer Systems</li> <li>• <b>Unit 2:</b> Computer Security</li> <li>• <b>Unit 3:</b> Management of Projects</li> <li>• <b>Unit 4:</b> Networking Technology</li> <li>• <b>Unit 5:</b> Personal Computer Software Support</li> </ul> </li> </ul>	6 Months (weekend option available)	K152,000.00
	<ul style="list-style-type: none"> <li>✓ <b>Diploma Level 5</b> <ul style="list-style-type: none"> <li>• <b>Unit 1:</b> Human Computer Interaction</li> <li>• <b>Unit 2:</b> Internet Server Management</li> <li>• <b>Unit 3:</b> IT Security Management</li> <li>• <b>Unit 4:</b> Advanced Networking Technology</li> <li>• <b>Unit 5:</b> IT Virtualisation</li> </ul> </li> </ul>	6 Months (weekend option available)	K165,000.00
<b>5</b>	<b>Information and Communication Technology (TEVET)</b>		
	<ul style="list-style-type: none"> <li>✓ <b>Level 1 (Foundation Certificate)</b> <b>Occupational Modules:</b> Using a Computer, Using Software, Using Computer Devices, managing a Computer, Servicing Computer Equipment, Managing Records <b>Fundamental Modules:</b> Occupation Safety and Health, Communication, Numeracy, Applied Science, Entrepreneurship</li> </ul>	6 Months	K120,000.00
	<ul style="list-style-type: none"> <li>✓ <b>Level 2 (Intermediate Certificate)</b> <b>Occupational Modules:</b> Managing Computer Networks, Providing ICT Computer Services, Installing Computer Systems, Providing Service to users <b>Fundamental Modules:</b> Occupation Safety and Health, Communication, Numeracy, Applied Science, Entrepreneurship</li> </ul>	6 Months	K 140,000.00
	<ul style="list-style-type: none"> <li>✓ <b>Level 3 (Advanced Certificate)</b> <b>Occupational Modules:</b> Developing websites, Maintaining Systems, Managing Networks</li> </ul>	6 Months	K 140,000.00

	<p><b>Fundamental Modules:</b> Occupation Safety and Health, Communication, Numeracy, Applied Science, Entrepreneurship</p>		
	<p>✓ <b>Level 4 (Diploma)</b>  <b>Occupation Modules:</b> Programming, Databases, Networking, User Training  <b>Fundamental Modules:</b> Occupation Safety and Health, Communication, Numeracy, Applied Science, Entrepreneurship</p>	6 Months	K 140,000.00
<b>6</b>	<b>Business Management (ABE)</b>		
	<p>✓ <b>Business Management – Level 4 Foundation Diploma</b>  <b>Mandatory Units:</b> Dynamic Business Environments, Enterprising Organisations, Employability and Self- development, Finance for Managers.</p>	6 Months	K100,000.00
	<p>✓ <b>Business Management – Level 4 Diploma</b>  <b>Mandatory Units:</b> Introduction to Entrepreneurship, Introduction to Quantitative Methods, Project Management, Dynamic &amp; Collaborative Teams  <b>Optional Units (choose four):</b> Principals of HR, Project Management, Principals of Marketing Practice, Introduction to Entrepreneurship, Introduction to Quantitative Methods</p>	6 Months	K25,000.00 (Per Module)
	<p>✓ <b>Business Management – Level 5 Diploma</b>  <b>Compulsory Units:</b> Managing Agile Organisation, Innovation &amp; Business Performance, Effective Financial Management, International Business Economics &amp; Markets  <b>Optional Units (choose two):</b> Operations Management, Analytical Decision-making, Managing Stakeholder Relationships, Human Resource Management, Employee Engagement, The HR Professional, Integrated Marketing Communications, Buyer &amp; Consumer Behaviour, Societal &amp; Social Marketing</p>	6 Months	K25,000.00 (Per Module)
<b>7</b>	<b>CompTIA A+ Certification</b> Course covers maintenance of PC's, laptops, Operating Systems & Printers. Jobs graduates can expect include IT Support Specialist & administrator.	6 Months (weekend only)	K160,000.00
<b>8</b>	<b>CompTIA N+ Certification</b> 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	6 Months (weekend only)	K180,000.00
<b>9</b>	<b>Administrative Studies (TEVET)</b>		
	<p>✓ <b>Level 1 (Foundation Certificate)</b>  <b>Occupational Modules:</b> Organising an Office, Performing Reception Duties, Handling Mail, Performing Computer Operations, Filing and Reproducing Documents.</p>	6 Months	K120, 000.00
	<p>✓ <b>Level 2 (Intermediate Certificate)</b>  <b>Occupational Modules:</b> Managing Office Supplies, Managing the Office, Organising Meetings</p>	6 Months	K140,000.00
	<p>✓ <b>Level 3 (Advanced Certificate)</b>  <b>Occupational Modules:</b> Organising Events, Managing Human Resources</p>	6 Months	K140,000.00
<b>10</b>	<b>Solar Photovoltaic (PVC) TEVET</b>		
	<p>✓ <b>Level 1 (Foundation Certificate)</b>  <b>Occupation Modules:</b> Installing circuits, Installing Standalone Solar PV Home Systems, Maintaining Domestic Installation, Maintaining Domestic Appliances, Assembling Electronic Circuits and Lanterns, Constructing Power Lines  <b>Fundamentals:</b> Communication through graphics (COG), Numeracy, Occupation Safety and Health</p>	Per/ Term	K120,000.00
<b>12</b>	<b>SURE, START Bridging Course</b> 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. <b>Modules:</b> College English and introduction to communication, Numeracy skill, Information Technology, Introduction to office procedures	10 weeks	K100,000.00

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

**H. MODE OF DELIVERY**

Weekend classes: 8hrs | Saturdays for 5 Months

A+

System Support Diploma

N+

System Support Advanced Diploma

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

8hrs x 4weeks = 32hrs/Month  
 32hrs x 5months = 160hrs / Semester

**I. 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 through the Bank.)**

The receipt or bank deposit slip must then be shown to the Registrar or the Cashier 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 – MWK 160,000.00

Boys Accommodation – MWK 140,000.00

**In addition, students are required to pay a collateral fee of K20, 000.00 for the boarding facilities, it is refundable at the end of the semester after a thorough inspection by the boarding manager.**

**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 through the Bank.) The receipt or bank deposit slip must then be shown to the Registrar or the Cashier in order to complete the application.**

**J. BANK DETAILS**

**The John Paul II Leadership & IT Institute Bank Account Details:**

BANK/ AC NAME: JOHN PAUL II LITA  
 BANK NAME: FCB (FIRST CAPITAL 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: .....