



THE INTERNATIONAL UNIVERSITY OF MANAGEMENT
Windhoek - Namibia

Global hub for Management Science and Information Technology

Computer Short Course Registration Form

Attach one
Passport Size
Photo Here

Attach copy of ID or Passport



All details must be completed in full where applicable.

First Name(s): _____ **Surname:** _____

Date of Birth: _____ (dd/mm/yy) **ID/Passport No:** _____

Nationality: _____

Postal Address: _____

Contact Numbers: _____ (H) _____ (W) _____ (Cell)

E-mail: _____ **Mode of Study:** Day Evening

Please put cross (X) next to the course(s) you wish to enrol for:

Microsoft Windows	
Microsoft Word	
Microsoft Excel	
Microsoft PowerPoint	
Microsoft Access	
Microsoft Outlook & Internet	
Certificate in Secretarial & Office Admin.	
Certificate in Bookkeeping	
Certificate in Programming	
Certificate in Computer Technician	
Dream Weaver	

Keyboard and Basic Typing	
Advanced Typing & Speed Development	
Pastel 6	
HTML Authoring	
Certificate in Professional Web Design	
A ⁺	
N ⁺	
Visual Basic Programming	
C++ Programming	
Java Programming	
Front Page	

Do you have any computer application experience/skills/qualification? YES NO

If **YES**, Please supply brief details:

For Official Use Only		
Pending	Approved	Rejected
Signature: _____		
Date: _____		

Note: All the above Courses are Attendance & Certificate Courses

If you are to be sponsored, then your Sponsor must complete the following details:

Name of sponsor: _____

Postal Address: _____

Physical Address: _____

Contact Number(s): _____

This to certify that the above-mentioned person shall be sponsored by _____

and I/we therefore agree to be liable for the payment of all necessary fees. I/we also understand and agree to the policy of The I.U.M. that fees once paid are not refundable under any circumstance.

Signature of Sponsor

Date

Declaration of Applicant:

After careful consideration of the computer course(s) applied and paid for, I

_____,

understand and agree to the policy of the I.U.M., that fees once paid are not refundable under any circumstance.

I have agree, also that, if I have paid for the computer course(s) in full and have been absent from classes for more than 6 months from the date of enrolment or have not completed the course(s) within stipulated period, then I will have forfeited my money and that the course has expired.

Signature of Applicant

Date

RULES, TERMS AND CONDITIONS OF I.U.M. COMPUTER LABORATORY

THIS DOCUMENT IS IMPORTANT AND SHOULD BE CAREFULLY READ AND SIGNED BY ALL USERS

Definitions

1. **Students:** Any person who pays for a computer course(s) and has been authorized by the supervisor to operate the computer.
2. **Supervisor:** Any appointed instructor or lecturer responsible for the prescribed computer courses.
3. **Computer Lab:** The room including all the computer equipment where computer short course training takes place.
4. **Foreign Diskettes or CDs:** Diskettes and CDs other than those of The I.U.M.
5. **Equipment:** computers and related devices/components.

Use of the Computer Lab

1. Students are not allowed to repair or replace any equipment or make connections by way of cables in any form.
2. Students are not allowed to move or adjust the positions of equipments.
3. Students are not allowed to operate the equipment for personal and unspecified work or games.
4. No foreign diskettes or CDs are allowed unless approved by the Supervisor in charge.
5. No food or drinks are allowed in Computer Lab.

Liability

In an event of negligence during the use of equipment by the student, leading to breakage or malfunction, the students will be liable for the cost of the replacement of the damaged equipment.

Disciplinary Action

Disciplinary action will be taken against any student found not abiding by the rules. Disciplinary action may involve:

- Suspension from the Computer Lab
- Expulsion from the course and forfeit money already paid

Acceptance of Rules, Terms and Conditions

All students are required to sign below before the commencement of any course.

I _____ declare to accept these Rules, Terms and Conditions of the Computer lab.

Signature: _____

Date: _____