



MZUZU UNIVERSITY

Library and Learning Resources Centre

REGISTRATION FORM FOR AN END USER COMPUTING SHORT TRAINING COURSE

FIRST NAME.....

SURNAME.....

GENDER: MALE FEMALE

WORKING: ORGANISATION.....

SCHOOL LEAVER:

POSTAL ADDRESS.....
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.....
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GROUND PHONE.....

MOBILE PHONE.....

EMAIL.....

COURSE APPLYING FOR (Tick in appropriate Box)

Option 1: Microft Office (Word, Excel and PowerPoint) [Cost is K40,000, Period: 1 week, 18-22 September, 2017].

Option 2: How to create and use Electronic Mail (E-mail); Setting up and Using Social Media Accounts (i.e. Facebook); How to stay safe and secure over the Internet; Internet search skills; Proper citation of Internet Sources; and How to write business letters. [Cost is K40,000; Period: 1 week, 18-122 September, 2017].

Option 3: Covers content in options 1 & 2 [Cost is K60,000; Period: 2 weeks, 18 - 29 September, 2017].

NOTE: Payment for the Course should be made through direct bank deposit to the following account:

Account Number : 270108000
Account Name : Mzuzu University Library
Bank : First Merchant Bank (FMB)
Branch : Mzuzu

Completed registration form accompanied by a bank deposit slip can be hand delivered at the Mzuzu University Porters' Lodge; emailed to: achaputula@yahoo.co.uk, giftdube1969@yahoo.com, yilinasetemwa@gmail.com; or sent through WhatsApp to 0993376996, 0888327091, 0885167527.