



# RUSANGU UNIVERSITY

*"Educating for Service"*



INFORMATION AND COMMUNICATION TECHNOLOGY SHORT COURSE APPLICATION FORM FOR 2018

SHARPEN YOUR SKILLS AND EMPOWER YOUR FUTURE!!

**Please include the following when returning this form:**

1. Certified copies of the highest attend Certificate.
2. Bank deposit slip for the K50 (non-refundable) application fee.
3. Certified copies of the NRC or Passport.
4. Two recent passport size photos.

**When filling in the form, please write legibly and in Block Letters:**

Family Name  Middle Name  Given Name

Present Postal Address

E-mail Address  Mobile No.

Marital Status      Single       Married       Widow/Widower

Gender              Male       Female

Date of Birth        Day       Month       Year

Zambian Applicant            NRC

Foreign Applicant      Passport No.       Date of Issue       Expiry Date

Do you have any physical handicaps?      Yes       No

If yes; Explain

Do you smoke?                      Yes                       No

Do you drink alcohol?                Yes                 No

Do you use other harmful drugs?      Yes               No

**Academic Qualifications Attend If any**

Name of School	Year Attended	Qualification
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Employment Details

Please provide details of current employment if any

Name of Employer	Position Held	Period of Employment	Details
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Next of keen

In case of emergency, who should the University contact?

Name	Relationship	Phone Number/s	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Study Centre (Tick)

- Rusangu University Main Campus
- Lusaka Campus
- Kitwe Campus

**PERIOD OF STUDY:** \_\_\_\_\_ (e,g April 2018)

## Proposed Course of Study:

Indicate the course/s you want to undertake by ticking in the box in front of the course.

	CURRENTLY OFFERED ICT SHORT COURSES	COST	TICK
1.	Introduction to Computer Technology	K600	<input type="checkbox"/>
2.	Basic Computer skills ( MS Office and Internet)	K500	<input type="checkbox"/>
3.	Advanced Computer Skills	K600	<input type="checkbox"/>
4.	Modern Communication Technologies	K600	<input type="checkbox"/>
5.	Basic Computer Care And Safety	K800	<input type="checkbox"/>
6.	Internet and Research	K750	<input type="checkbox"/>
7.	Basic Statistical Package for the Social Sciences (SPSS) Essentials	K500	<input type="checkbox"/>
8.	Statistical Package for the Social Sciences (SPSS) Essentials	K1,000	<input type="checkbox"/>
9.	Digital Life Skill	K1,000	<input type="checkbox"/>
10.	Computer LAB Management and Safety	K700	<input type="checkbox"/>
11.	Music And Technology Foundations	K800	<input type="checkbox"/>
12.	Computer Graphics and Design ( CorelDraw/Photo shop)	K1,000	<input type="checkbox"/>
13.	Computer Networking Essentials	K2,000	<input type="checkbox"/>
14.	Web Design using Word press, HTML and CSS	K1,000	<input type="checkbox"/>

## Note:

**A certificates of completion will be awarded upon finishing the course/s by Rusangu University  
Please note that all courses shall be taught in English.  
Courses will be taught in the Mornings, Afternoon and Evening During the week.  
All course will be taught in not more than three (3) weeks upon starting.**

## BANK INFORMATION

PLEASE NOTE THAT ALL FUNDS FOR ICT SHORT COURSES MUST NOT BE DEPOSITED INTO ANY OTHER UNIVERSITY BANK ACCOUNT OTHER THAN THIS ONE PROVIDED BELOW. STUDENTS ALREADY PURSUING DEGREE PROGRAMS WITH THE UNIVERSITY ARE ALSO REQUIRED TO DEPOSIT THE FUNDS FOR THESE SHORT COURSES ONLY INTO THE BANK DETAILS PROVIDED BELOW NOT BILL MUSTER OR ANY OTHER UNIVERSITY BANK ACCOUNT UNLESS DISCUSSED AND AUTHORIZED BY ICT MANAGEMENT IN ORDER TO USE FUNDS IN THE SCHOOL ACCOUNT.

**ACCOUNT NAME: RUSANGU UNIVERSITY**

**Account Number: 024-1107698**

**Bank Name: Barclays Bank (Z) Limited**

**Branch Name: Monze**

### Mode of Payment (Tick)

Rusangu University Barclays Bank

University Student Account

**P. O. Box 660391 / Monze, ZAMBIA**

**Tel: +(260) 21-3-255471 | Cell: +(260) 968520315**

**[www.ru.edu.zm](http://www.ru.edu.zm) | Email: [learn.ict@ru.edu.zm](mailto:learn.ict@ru.edu.zm)**

### DECLARATION

This section should be filled in and signed by the applicant failure to which it will be rejected.

I hereby certify that all the information given on this form is correct.

I voluntarily agree, if admitted as a student to uphold the ideals, standards, and regulations set forth by Rusangu University to respect the principles and traditions it upholds as a Church-related institution of higher learning.

**Signature**

**Date**