

Introduction to Computers

[E003]

Objectives:

This internationally recognised programme has been designed for new comers to computers and can be done in modules with each module earning the successful student a “stamp” in his/her passport. The course will be conducted in the GBSE Computer School's Lab at the Campus.

Structure:

Class room and self study modules.
5 days (8 hours/day) contact teaching

Content:

Module 1: IT Basics
Module 2: Files and Folders
Module 3: Drawing
Module 4: Word Processing

Module 5: Spread Sheets
Module 6: Presentations
Module 7: Web Browsing and Email

Entrance requirements:

No entry requirements. Priority will be given to those that enrol early.

Assessment:

Students will be officially examined by a registered examiner.

Accreditation:

International Computer Driving Licence passport will be issued by completion of the first module. Further accreditations will be issued per module passed.

Schedules and venues:1.

See www.gbse.co.za for schedules or contact GBSE at info@gbse.co.za.

Current Schedule:

Every Wednesday and Thursday from 15h30 - 19h30, starting March 4, 2009

(Schedules may changes without prior notice)

Fee:

R 550 (Excl) per student per day (two afternoons). Include venue and course pack.

Disclaimer:
A minimum of 12 students will be required for classes to proceed.

Course Registration Form

Personal Information

Surname	First Names		M F
		Gender	
Maidens Name and/previous Surname	Date of Birth		
()	()	()	()
Home Phone	Work Phone	Fax	Mobile
Physical Address	Postal Address		
Town, County	()	Town, County	()
Postcode	Postcode		
Email	Are you Physically disabled?		
		Y N	
Nationality	Home Language		

Academic History Information

High School Qualification	Highest Tertiary Qualification
Year Completed	Year Completed

Course Information & Payment

Course/Programme Name	Course Code	Commencement Date	Amount (inc VAT)
		Total	R

Payment Option 1: (Bank Deposit)
 Account Name: The Global Business School of Entrepreneurship (Pty) Ltd
 Bank: ABSA
 Branch code: 630356
 Account no: 4071210917

VAT No. 4950250490

Payment Option 2: (Cheque)
 Cheques should be made out to: The Global Business School of Entrepreneurship (Pty) Ltd

I Declare that all the particulars furnished by me on this form are true and correct, and I undertake to comply with the rule, regulations and decisions of the Business School of Entrepreneurship, and any amendments thereto, which may be applicable to students in general and to the field of study for which I am registered. I undertake to protect the copyright of the Business School of Entrepreneurship and under no circumstances to make the study material available for use by any other person.

Student's Signature		Date
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