



076 846 7387 /066 548 4992

WhatsApp



072 109 8246

Website: [www.siyqhubekact.co.za](http://www.siyqhubekact.co.za)

Email: [info@siyqhubekact.co.za](mailto:info@siyqhubekact.co.za)  
[nicolemooi16@gmail.com](mailto:nicolemooi16@gmail.com)

LCC Community Church  
 79 12<sup>th</sup> Avenue  
 Selborne Street (Near Sankopano)  
 Alexandra  
 2090

I hereby state that I

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 I am in good mental and physical health condition to participate in the practical training provided by Siyaqhubeka Computer Training, including but not limited to all aspects of attentive listening to the instructor, following all instructions regarding tasks given to me in the training room, completing my classroom tasks, assignments and assessments. I hereby release Siyaqhubeka Computer Training to enroll, train and assess my competency in the skills I will acquire from them.

I understand that Siyaqhubeka Computer Training, has the right to deny admittance to any student not meeting the standards of the program as it sees fit. I also agree not to hold these parties responsible in the event that myself/ Son/daughter engages in inappropriate conduct (including, but not limited to disruptive or volatile behavior in or out of the training room.) or becomes involved in any activity or with any persons not associated with Siyaqhubeka Computer Training or its scheduled program and that Siyaqhubeka Computer Training has the right to send myself/ him/her home for inappropriate conduct. I further attest that the information contained in this application is correct to the best of my knowledge. In addition, I have agreed to the policy and fee statement and agree to comply.  
 I understand that the balance on my fees is due by end of \my course. We do not provide make-ups or refunds for any days missed for any reason.

## GRADUATION

Graduation are compulsory for all Siyaqhubeka student. All students graduate after completed the course.

### Payment Methods

Students	Reg fee	Fees	30%	Fee
<b>Full Time</b>	R250	R2800	R840	R650
Part time	R250	R3300	R990	R770
12-18	R250	R1500	450	1050
<b>Fees paid within 3 months</b>				
<b>For 12-18 only 8 weeks</b>				
<b>Graduation Fee: R1300</b>				



2020/526416/08

*Expand your potential*

**2023  
Reg**



**End User Computing**



*Supported by:*



## REGISTRATION FORM

### STUDENT DETAILS

Surname: \_\_\_\_\_

Full Names: \_\_\_\_\_

Gender: ☐ Female ☐ Male Age: \_\_\_\_\_

ID No: \_\_\_\_\_

Registration Date: \_\_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

\_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

Country: \_\_\_\_\_

Mobile: \_\_\_\_\_

Optional: \_\_\_\_\_

Highest Grade Passed: \_\_\_\_\_

Emergency contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Specify any of your health problems: \_\_\_\_\_

Are you currently on any medication? No Yes  
If so, please specify: \_\_\_\_\_

SIGNATURE OF STUDENT/ PARENT/GUARDIAN  
\_\_\_\_\_

DATE \_\_\_\_\_

**Payment Method:** Tuition may be paid by cash/ cash deposit/ EFT/ we accept card Master and Visa. Scan Payment

#### Banking Details

Account Name: **Siyaqhubeka Computer Training**

Account No: 63052785228

Branch Code: 250655

Bank Name: FNB

Reference Your Name and Surname

Account : **GN Mooi**

Account No: 1862005808

Bank Name: Capitec

Reference Your Name and Surname

#### Admission Requirements:

Registration Fee of R250.00

Identity Document Certified

Certified School Report

Report or Matric Certificate

Min Grade 10/Std 8

☐ Y

☐ N

☐ Y

☐ N

☐ Y

☐ N

#### AGREEMENT STATEMENT

All students are expected to conduct themselves and others around them with respect and NO EATING WILL BE ALLOWED IN THE CLASSROOM OR ANY LAB.

N.B: OUR SERVICE IS FIRST COME FIRST SERVE

#### Attendance

Thereof, class cannot be attended unless otherwise other arrangements have been made.

Once payment has been made, students are expected to attend class on the date given. Failure to attend your class within 1 months, they will FORFEIT their registration and fees therefore required to re-register.

#### Refund

We regret, once the payment has been made there is Students are obliged to attend ALL theirs classes. Full time students are required to attend Monday to Friday. If you fail to attend the classes that you have registered for, you have to re-register and pay the full course fee again.

#### Payments

A minimum 30% of the fees must be paid payments are due before class commence. If no payment has been made NO REFUND. Make sure you are ready for class before you make ANY payment(s).

#### Exams

All students are obliged to pass all test to continue with another. If you fail you will be **PENALIZED** for R200 to rewrite the test. If you fail two times you will have to do refresher course

## Microsoft Office 2016 Foundation Suite

- Introduction to Personal Computer
- Operating System (Windows Version)
- Microsoft Word (creating documents memos and Letters)
- Microsoft Excel (budget and Database)
- Microsoft PowerPoint (Creating presentation and Handouts)
- Microsoft Publisher (designing business pamphlets and flyers)
- Microsoft Outlook (Managing diary and Email)
- Microsoft One Drive (Cloud)
- Microsoft One Note (Digital Notebook)
- Typing

- **Internet and Email**

**Registration fee: R250**

**Courses Fee: R2800 (Monday-Friday)**

**Saturdays and Part Time: R3300**

**12-18 Years : R1500**

**School Children (After School)**

