



# METHODIST UNIVERSITY COLLEGE GHANA

Form No:.....

## REGISTRATION FORM FOR A SHORT COURSE

TO BE COMPLETED AND RETURNED TO:

The Director  
ICT Directorate  
Methodist University College Ghana  
P O Box Dc 940, Dansoman - Accra

Affix one  
photograph here

**1. NAME**

TITLE:  MR  MRS  MISS  REV OTHERS .....

SURNAME:

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FIRST NAME:

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OTHER NAME:

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**2. DATE OF BIRTH (DAY, MONTH, YEAR)**

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3. GENDER:  Male  Female

**4. COURSES APPLYING FOR**

Introduction to Computers and MS Office Application

Desktop Publishing and Graphic Design

MS Excel Fundamentals with Financial Applications

Data Analysis with SPSS

**5. COST OF COURSE AND FORMS**

Cost per module: GhC 400.00

Any additional module: GhC 350.00

Cost of forms: GhC 20.00

**6. SCHEDULE**

Days : Monday to Friday

Week : Saturday

Time : 8.30 am - 11.30am

8:00 am - 11.00 am

5.00 pm - 8.00pm

12.00 pm - 3.00 pm

7. **Deadline for Submission of Forms:** Any admission form submitted after the deadline, June 25, 2018 will start classes after a date to be determined.
8. Postal Address to which communication regarding this application could be sent: .....

Phone Number: ..... E-mail:.....

**9. PERSONAL INFORMATION**

- i. Home Town: .....
- ii. Nationality: .....
- iii. Marital Status:  Single  Married Other: .....
- iv. Do you suffer from any form of impairment?  Yes  No
- v. If yes, specify: .....
- vi. Permanent Home Address: .....
- vii. Telephone No: ..... Mobile No: .....

**10. EDUCATION**

Schools/Colleges attended with dates:

Name of School/College and Location	Dates Attended		Offices Held/Position
	From (Year)	To (Year)	

**11. SOURCE OF FUNDING**

Indicate how you will finance your studies at the University College (Tick the appropriate box)

- i. Parent/Guardian      ii. Self      iii. Other .....
12. a). Name of Parent or Sponsor: .....
- b). Address of Parent or Sponsor: .....
- c). Relationship to Candidate: .....
- d). Name of contact person in case of emergency: .....
- e). Contact number of the person: .....

Signature of applicant: ..... Date: .....

**Note:** Please visit the campus at Dansoman/Tema and make payment for the module to the Cash Office. Payment and submission of the registration form must be made to:

- **Dansoman Campus:** The secretary, ICT Directorate, North Wing Faculty Block, 3<sup>rd</sup> Floor Room 2, Contact Number: 0244 362 441
- **Tema Campus:** The Academic Faculty Officer, Academic Office Contact Number: 0307 001 115