

APPLICATION FORM

Form #:.....

PERSONAL INFORMATION

Title (Mr/Mrs/Miss/Rev/etc): _____

Surname: _____

Firstname: _____

Middle name (if any): _____

Gender: Male Female

Date of Birth (DD/MM/YY): _____

Place of Birth: _____

Nationality: _____

Postal Address (P. O. Box):

Residential Address:

Please attach a recent passport picture of yourself here

Mobile Phone: _____

Home Phone: _____

Email: _____

How did you hear about us: _____

Highest Education Level: _____

Are you currently working? YES NO

If YES state working position: _____

Any Physical Challenges? YES NO

If YES please indicate the challenge:

Applicant Signature: _____

Date: _____

SESSION

8:00 am - 10:00 am

10:30 am - 12:30 am

1:00 pm - 3:00 pm

PROGRAMME CHOICE

1.0 | OFFICE PRACTICE (DURATION | 3 MONTHS)

- ❖ IT Concepts & Internet
- ❖ Typing
- ❖ Word Processing (with MS Word)
- ❖ Spreadsheet (with MS Excel)
- ❖ Presentation (with MS Powerpoint)

2.0 | GRAPHIC DESIGN (DURATION | 3 MONTHS)

- ❖ Graphic Design Concepts
- ❖ Corel Draw
- ❖ Adobe Illustrator
- ❖ Adobe Photoshop
- ❖ Adobe Fireworks

3.0 | WEB DESIGN (DURATION | 3 MONTHS)

- ❖ Web Design Concepts
- ❖ Fundamentals of Photoshop and Fireworks
- ❖ Fundamentals of HTML /CSS
- ❖ Building Web Pages HTML/CSS
- ❖ Adobe Dreamweaver

4.0 | WEB DEVELOPMENT (DURATION | 3 MONTHS)

- ❖ Javascript/JQuery
- ❖ PHP/MYSQL
- ❖ ASP.NET
- ❖ Joomla
- ❖ Wordpress

5.0 | CONTENT MANAGEMENT (DURATION | 3 MONTHS)

- ❖ HTML/CSS Fundamentals
- ❖ Introduction to CMS
- ❖ Managing a Joomla website
- ❖ Wordpress Fundamentals & Mgt.

6.0 | SERVER ADMINISTRATION (DURATION | 3 MONTHS)

- ❖ Search Engine Optimization (SEO)
- ❖ Domain & Hosting
- ❖ CPanel Management
- ❖ Internet Ethics

7.0 | MOBILE APP DEVELOPMENT (DURATION | 3 MONTHS)

- ❖ Introduction to Mobile Programming
- ❖ User Interface (UI)
- ❖ Java Programming
- ❖ .NET Development

8.0 | WEB BUSINESS ENTERPREUNSHIP (DURATION | 3 MONTHS)

- ❖ Leads Generation
- ❖ Customer Management
- ❖ IT Project Management
- ❖ Business Plans & Proposals
- ❖ IT Business Finance

FAST TRACK CAREER PROGRAMMES

- ❖ Microsoft Office - 5 Days
- ❖ Graphic Designer *with* Adobe Photoshop - 5 Days
- ❖ Web Designer *with* Joomla - 5 Days
- ❖ Web Developer - 5 Days
- ❖ Mobile App Developer - 4 Days

SPONSOR/GUARDIAN/PARENT

Name: _____

Relationship to Applicant: _____

Phone Number: _____

Residential Address: _____

Signature/Thumbprint: _____ Date: _____

APPLICATION GUIDELINES

FOR ADMISSION PROCESSING THIS FORM SHOULD BE COMPLETED AND SUBMITTED TO:

VIA POST

THE REGISTRAR

WEB & SOFTWARE LIMITED
P. O. BOX CE 11787
TEMA, GHANA

IN PERSON

HSE # I/J19,
Site 21, Opposite Obonu FM,
Comm. One, Tema
- Ghana - W/A

TO BE SUBMITTED WITH FORM

- ❖ Two copies of passport photographs
- ❖ Copies of any prior Certification or Results (optional)

ENQUIRIES

HOTLINE: 0545 637 929 | TEL: 0302 951 947

EMAIL: info@webandsoftware.com

LOCATION: HSE # I/J19, SITE 21, COMM. 1, OPP. OBONU FM,TEMA

OFFICIAL USE ONLY

Amount paid: GHC:.....

signature
& stamp

Application Submitted by:.....

Received & Reviewed by:..... Date:.....

Programme Admitted to:.....

Comments:.....

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