Student ID :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_( for office use) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COURSE ORDER FORM A02**
Title: (e.g: Miss/ Mrs/Mr/Dr/Prof)

First Name:

Surname:

Address:

**Tel:**

**Email:**

**I would like to STUDY THE FOLLOWING SUBJECTS/COURSES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Course Title or Unit** | **Tick** | **QTY** | **FEES** | **TOTAL** |
| 1 | CPD in Business Planning or an alternative Unit |  |  | £100.00 |  |
| 2 | Award in Business Planning, Level 3 or |  |  | £250.00 |  |
| CPD in Project Management |
| 3 | CPD in Entrepreneurship |  |  | £200.00 |  |
| 4 | Award in Entrepreneurship, or |  |  | £600.00 |  |
|  Award in Project Management |
| 5 | Certificate in Entrepreneurship, Level 3, or |  |  | £800.00 |  |
| Certificate In Project Management |
| **6** | **Diploma in Entrepreneurship, Level 3, or** |  |  | **£1000.00** |  |
| **Diploma in Project Management** |
| 7 | CPD in Diaspora Management |  |  | £100.00 |  |
| 8 | Award in Diaspora Management, Level 3 |  |  | £250.00 |  |
| 9 | Certificate in Diaspora Management, Level 3 |  |  | £800.00 |  |
| **10** | **Diploma in Diaspora Management, Level 3** |  |  | **£1000.00** |  |
| 11 | CPD in Church Leadership and Management, Level 3 |  |  | £200.00 |  |
| 12 | Award in Church Leadership and Management, Level 3 |  |  | £600.00 |  |
| 13 | Certificate in Church Leadership and Management, Level 3 |  |  | £800.00 |  |
| **14** | **Diploma Church Leadership and Management, Level 3** |  |  | **£1000.00** |  |
| 15 | Internal Quality Assurance(IQA) for assessors, Level 3 |  |  | £600.00 |  |
| 16 | Certificate Teaching in the lifelong learning Sector(CTLLS), Level 3 |  |  | £900.00 |  |
| 18 | Subtotal |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **ITEM** | **Tick** | **QTY** | **Fee** | **Total** |
| **19** | **Unit 1: Identifying and Using Applications**  |  |  | **600** |  |
| 20 | * Databases
 |  |  | 300 |  |
| 21 | * Spreadsheets
 |  |  | 200 |  |
| 22 | * Word processing
 |  |  | 100 |  |
| 23 | * Presentation Software
 |  |  | 100 |  |
| **24** | **Unit 2: Internet Systems** |  |  | **300** |  |
| 25 | * Using the Internet
 |  |  | 150 |  |
| 26 | * Search Engines
 |  |  | 100 |  |
| 27 | * Emails
 |  |  | 50 |  |
| **28** | **Unit 3: Websites** |  |  | **650** |  |
| 29 | * Understanding websites and their structural use
 |  |  | 100 |  |
| 30 | * Designing Websites
 |  |  | 400 |  |
| 31 | * Marketing using a website to a specified audience
 |  |  | 150 |  |
| 32 | Grand Totals |  |

|  |
| --- |
| Office Use only:Status of order: Paid ı Pending (tick one sign and date)Staff Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Date:

Customer: Signature: