



Satson Global Network Ltd

TRAINING ACADEMY

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IT TRAINING REGISTRATION FORM

All fields in this form must be filled out in order to process the registration: incomplete requests cannot be processed. If you need assistance, please e-mail udency@satsonglobal.com

PERSONAL INFORMATION											
Last Name				Middle Name				Name			
Country of Birth				Birth date				Age		Sex:	
					/	/				<input type="checkbox"/> M	<input type="checkbox"/> F
If not born in Nigeria, when did you move to Nigeria?:				Year							
First Language											
PARTICIPANT INFORMATION											
Street address											
City		State:									
Phone											
Home:				Cell							
Email											
Living Situation?:											
Is the participant a parent (have a child)?: Yes <input type="checkbox"/> No <input type="checkbox"/>											
SCHOOL INFORMATION											
Name of School where you studied:											
Last grade completed											
Participant Speak English fluently?								Yes <input type="checkbox"/>		No <input type="checkbox"/>	
Have you taken any computer classes before?								Yes <input type="checkbox"/>		No <input type="checkbox"/>	
If yes, Where?				Year							
Do you Have computer?						Yes <input type="checkbox"/>		No <input type="checkbox"/>			
Do you know how to type?						Yes <input type="checkbox"/>		No <input type="checkbox"/>			
If yes, what is your skill level?						Advanced <input type="checkbox"/>					
						Above average <input type="checkbox"/>					
						Average <input type="checkbox"/>					
						Limited <input type="checkbox"/>					

Why do you want to take the course you choose?

Are you familiar with computers?

Yes <input type="checkbox"/>	NO <input type="checkbox"/>
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If yes, to what level? _____

Would you like to take the Certification exams at the end of this program?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Available courses: Tick box to select course

- | | |
|---|---|
| <input type="checkbox"/> Basic Computer Knowledge (4 Weeks) | <input type="checkbox"/> Computer Maintenance and Repairs (3 Months) |
| <input type="checkbox"/> Getting Started with Magic xpa (3 Months) | <input type="checkbox"/> Mastering Magic xpa (6 Months) |
| <input type="checkbox"/> CCNA (4 Months) | <input type="checkbox"/> MCITP (3 Months) |
| <input type="checkbox"/> Project Management (2 Months) | <input type="checkbox"/> Web Design and Development (3 Months) |
| <input type="checkbox"/> Comptia A+ (3 Months) | <input type="checkbox"/> Enterprise Architecture TOGAF (3 Months) |
| <input type="checkbox"/> Microsoft Word (4 Weeks) | <input type="checkbox"/> Microsoft Excel (5 Weeks) |
| <input type="checkbox"/> Microsoft Powerpoint (4 Weeks) | <input type="checkbox"/> Microsoft Access (4 Weeks) |
| <input type="checkbox"/> Microsoft Project (4 Weeks) | <input type="checkbox"/> Microsoft Outlook (4 Weeks) |
| <input type="checkbox"/> Microsoft Sharepoint (2 Months) | <input type="checkbox"/> Business Desktop Deployment |
| <input type="checkbox"/> Oracle Database Administrator (3 Months) | <input type="checkbox"/> Microsoft SQL Server (3 Months) |

Training Days: Thursday & Friday Saturday

What time would you prefer?

<input type="checkbox"/> Morning 10 to 11:30	<input type="checkbox"/> Afternoon 4to 5:30
Saturday: 9 to 1pm	

By signing this form, I authorize SGNL to verify the information they consider necessary

Name Signature Date

Refereed By:

Name: _____ Signature: _____ Date: _____

Phone Number: _____

Client Request, Attendance and Consent:

The goal of this attendance policy is to reward good attendance and eliminate people with poor attendance.

Every participant is responsible for his/her attendance. It's very important that you keep in mind that if you missed a class without an acceptable excuse, the Training coordinator will not go over with you on what he/she missed the day before. You must keep in mind that when you are working with computers and you missed a class, you may lose track of the program that the Instructor is trying to teach you. So it is very important to come to class **every day**.

Class attendance is required and contributes to the class participation grade. **3** tardy marks are equivalent to 1 absence. (You considered late after **10** minutes) Leaving class early is also considered a tardy. Any student missing more than **3** classes will automatically result in the revocation of all training privileges.

At SGNL, the following rules and guidelines are in effect:

Satson Global Network Limited (SGNL) - Computer Lab Rules

1. **SGNL** resources may not be used **WITHOUT COMPLETION** and submission of a signed consent form
2. **VIOLATION** of any part of the Use Policy or failure to use the computer workstations appropriately and responsibly may result in the revocation of all computer privileges as determined by the Computer Program Director.
3. **DISRESPECTFUL LANGUAGE**, body language or gestures are not allowed.
4. **CHAT ROOMS** are prohibited in the Computer Lab.
5. **NO FOOD, DRINK OR GUM CANDY** are not allowed in the Computer Lab at any time.
6. Students must **TURN CELL PHONE AND ELECTRONIC PAGER OFF** while using the computer lab.
7. Do not make **ANY CHANGES** to the appearance of the computer (e.g. wallpaper, screensaver, etc.).
8. **DO NOT INSTALL ANYTHING** onto the computers without prior authorization from the computer program coordinator. All the software has to be used in accordance with copyright laws.
9. The computers have to be **SHUT IT DOWN IN THE PROPER MANNER** (DO NOT just hit the power button or desk switch). (Press Ctrl – Alt – Delete and then Shut Down)
10. When you finish working in the Computer Lab, **PLEASE PUSH IN THE CHAIR**.
11. **GOOD CITIZENSHIP**, respect for property and cooperation should be demonstrated at all times.

Client Agreement

This form is used to gain student access to the Computer Technology Learning Center resources. These technology resources may include internet access, software, computer use and access to network resources such as file servers and printers. Users may use the SGNL resources and the internet for educational purpose only.

Please read the attached technology use rules and sign this agreement. Your signature indicates that you agree to follow the rules.

I have read and understand Satson Global Network Ltd rules; I agree to use SGNL – Computer Technology Learning Center resources in an appropriate and responsible manner. If I violate the rules, I understand that my privileges and/or appropriate legal action may be taken.

Print Name

Client Signature

Date