



REGISTRATION FORM FOR TRAINING COURSE ON

- 1. Introduction to Computer, MS Word, E-mail & Internet ?
- 2. Spreadsheet Analysis by MS Excel and Introduction to E-Commerce ?
- 3. Presentations with MS PowerPoint ?
- 4. PC & Internet for Effective Business Communication ?
- 5. Administration of a Network for SMEs ?
- 6. Hardware Troubleshooting and Networking ?
- 7. Basic Knowledge of Computer Programming & Algorithm ?

<p><u>Source of information:</u> [Please tick ?] <input type="checkbox"/> News Paper <input type="checkbox"/> Daily Star <input type="checkbox"/> Daily Prothom</p>
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Duration : 3 Days/ Week & 2 Hours /Day

Time : 11 -13 Hours (Shift-I) ?
 15 – 17 Hours (Shift – II) ?

For each Course	Course 1,2 & 3	Course 4	Course 5,6 & 7
DCCI/KC Member	Tk. 2,500/-	Tk. 3,000/-	Tk. 4,500/-
Non Member	Tk. 3,000/-	Tk. 3,500/-	Tk. 5,000/-

10% discount for 3 participants from one organization & Women Entrepreneurs.

1. Name of the Participant : _____

2. Name of the Organization : _____

3. Designation : _____

4. Nature of business : _____

5. Academic Qualification (Latest): _____

6. Experience (in years) : _____

7. Personal Address : _____

8. Contact Information :
 Office _____ Home _____
 Cell _____ Fax _____ E-mail _____

9. Enclosed pay order / DD no: _____ Amount Taka _____ Date : _____
 Bank : _____ Branch: _____
 (DD/PO should be payable in favor of DCCI)

Date : _____

Signature of Participant

FOR OFFICIAL USE

Admitted.

Signature & Date: JO, KC DS (Trg.) ED, DBI