

Registration and payment information

ICT Applications Products and Services using Microsoft Office

Training details

Modality: Blended

Dates: 17 Jun 2019 - 21 Jun 2019

Training fees: \$100.00

Language: English

Registration deadline: 10 Jun 2019

Training code: 19BD24301AFR-E

Contact: ymaitalata@dbieducation.org

Training description

This course is designed to help participants gain knowledge and a thorough understanding in the applications and use of Microsoft Office as well as their functionalities. These software applications offer a lot of tools for simplifying and automating tasks, managing operations, creating worksheet and dashboard for managing repetitive tasks and delivery of excellent presentations.

For more information about the training objectives, target population, entry requirements, methodology, evaluation and content, consult the page [here](#).

How to register

In order to register for the training, participants should:

1. Create an ITU Academy account [here](#)
2. Register for the course [here](#)

How to pay for the training

A training fee of USD 100.00 per participant is applied for this training course. Payment should be

made via the online system using the link mentioned above for training course registration at [course page](#).

Where it is not possible to make payment via the online system, select the option for offline payment to generate an invoice using the same link as above. Download the invoice to make a bank transfer to the ITU bank account shown below. Then send the proof of payment/copy of bank transfer slip and the invoice copy to Hcbmail@itu.int and copy the course coordinator. **All bank transaction fees must be borne by the payer.**

Failure to submit the above documents may result in the applicant not being registered for the training.

Group registration and payment

Registration and payment for multiple people from an organization is possible through institutional contacts.

To become an institutional contact:

1. Go to your profile page by clicking on the “My account” button in the user menu and click on the “Apply to be an Institutional Contact” button
2. Fill in the required information and click “continue”, a request will be created.
3. An ITU Academy manager will manually review this request and accept or deny it accordingly.
4. If accepted, you will find a new menu tab “Institutional Contact” appearing in the top bar. You can now request multiple seats in a course and assign them to people from your group. Kindly note, each individual must create an ITU Academy account.



The [ITU Academy](#) is the International Telecommunication Union leading platform for capacity development initiatives.

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