



National Computer Board

Application for NCB IT Coach Service

1. Institution and Contact Person Details

Institution Name: _____

Address : _____

Contact Person Title: Mr. Mrs Ms

Surname : _____

Forename : _____

Job Title : _____

Telephone : _____ Fax (if any): _____

Email (if any) : _____

2. Training Course

Please choose Training required

- ICT literacy on
 - Word Processing
 - Spreadsheet Processing
 - Introduction to Internet and Internet Services
 - PowerPoint
 - Introduction to IT
 - Database

ICT Awareness

ICT Awareness for children

Date: From To

Note: NCB Staff will contact you to confirm the date

Address where Training will be held

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No of Participants:

3. Requirements for the operation of the IT coach

- Parking space of 12 m by 3 m with around 3.5 m wide entrance
- Electricity of at least 30 amp outlet with electrician to make the necessary connections (a 50m electric cable is already on board the coach)
- Telephone line for Internet access (a 50m telephone line is on board the coach)

4. Signature

Signature: _____

Date: ____/____/____