UNIVERSITY OF GHANA

IN PARTNERSHIP WITH

SMARTTHINK LTD

UNIVERSITY OF GHANA

SmartThink
Microsoft® IT Academy
Program Member

The School of Continuing and Distance Education (SCDE) and University of Ghana Computing Systems (UGCS) in partnership with Smartthink Ghana Ltd are organising intensive professional IT courses.   This is available to students, individuals and corporate organisations.

Microsoft Digital Literacy
IT Basics, Internet & Productivity Programs
Improve your knowledge and understanding of computers!

COURSE DESCRIPTION:

The Digital Literacy programme introduces participants to basic computer concepts and develop skills that people can use in everyday life to enhance social and economic opportunities for themselves, their families and their communities.

LEARNING OUTCOME:

Upon completion of this course, you will understand the main parts and functions of a computer. You will become more familiar with using the mouse and keyboard. You will gain knowledge of the hardware, operating system, programs, data, networks and the World Wide Web. You will be able to easily manage your files and folders. You will be more aware of the different types of Internet connections available, how to search for information, email and publish on the web.

COURSE OUTLINE:
- Computer Basics
- Productivity Programs
- The Internet and World Wide Web
- Computer Security and Privacy Assessment
- Digital Lifestyles

TARGET AUDIENCE
- Students in formal learning
- Individual persons currently working and needing ICT skills for their current role or future job prospects
- Individuals who are not working but desire to build their ICT skills and be able to use online services or to enjoy social software for communication and recreation.

Morning Group: Mondays & Wednesdays
Time: 9.00 am – 11.00 am   6wks duration

Evening Group: Mondays & Wednesdays
Time: 6.00 pm – 8.00 pm   6wks duration

Weekend Group: Saturdays only
Time: 9.00 am – 1.00 pm   6wks duration

Fees: GH¢ 400

Training Commences on 6th June 2016

Venue: UGCS Legon Campus, Accra City Campus, Kumasi, Koforidua, Takoradi, Sunyani, Tsito, Tamale, Wa

Microsoft Office Specialist (MOS)
Word, Excel and PowerPoint
Learn, Progress, And Succeed!

COURSE DESCRIPTION:

Office Specialist certification gives job applicants the advantage of proven productivity in a competitive market. It distinguishes users of Microsoft Office products as truly knowledgeable and are able to contribute to the overall level of organizational effectiveness.

IDENTIFY YOUR GOALS

Identify your personal goals for certification. For example, do you want to take one exam to demonstrate a strong knowledge of the word processing tools in Microsoft Word, or do you want to set a long term goal to become a Microsoft Office Specialist certified at the master level by successfully completing a series of Microsoft Office Specialist certification exams?

USE YOUR CREDENTIAL TO PROVE YOUR EXPERTISE

Now that you are certified, make your Office Specialist certification known by adding it to your resume, showing it to your manager, and telling your colleagues.

GLOBAL RECOGNITION

With the globally recognised Microsoft Office certification, you can prove your skills with ease. Whether you're looking for the ideal job, trying to advance in your present career, or pursuing academic goals, Microsoft Office Specialist gives you the tools to achieve more, distinguish yourself, and advance in today's competitive academic and professional.

TARGET AUDIENCE

- People with and without computer skills
- Office personnel (PA's, secretaries, administrators etc…)
- Help Desk Support Personnel
- Students
- Lecturers, presenters and trainers

Morning Group: Tuesdays & Thursdays
Time: 9.00 am – 11.00 am

Evening Group: Tuesdays & Thursdays
Time: 6.00 pm – 8.00 pm

Weekend Group: Saturdays only
Time: 9.00 am – 1.00 pm

Fees: GH¢ 600
Duration: 2 months

Training Commences on 6th June 2016

Venue: UGCS Legon Campus, Accra City Campus, Kumasi, Koforidua, Takoradi, Sunyani, Tsito, Tamale, Wa

Microsoft Technology Associate (MTA) Networking, Security, Server

Launch your career with Microsoft Technology Associate (MTA) training and certification!

COURSE DESCRIPTION:

Microsoft Technology Associate (MTA) training and certification delivers essential technology skills and an industry-recognized certification to those just starting a career path in Information Technology (IT), or those looking to enhance their understanding of IT fundamentals. MTA skills development instils practical knowledge on how to apply Microsoft technologies to solve today's business challenges, and is the gateway to the advanced Microsoft Certifications that distinguish the industries best IT professionals.

MTA IT INFRASTRUCTURE

For those intending to build a career in desktop or server infrastructure or private cloud computing.

Required Exam	Training
98-349	Windows Operating System Fundamentals
98-365	Windows Server Administration Fundamentals
98-366	Networking Fundamentals
98-367	Security Fundamentals

TARGET AUDIENCE

- People who wish to align technical programmes with required computing skills
- Database Administrators
- IT Network Professionals
- Anyone who is interested in building a career in desktop support, server maintenance or cloud services

Afternoon Group 1: Mondays & Wednesdays
Time: 1.0 pm – 3.00 pm

Afternoon Group 2: Tuesdays & Thursdays
Time: 1.00 pm – 3.00 pm

Weekend Group: Saturdays only
Time: 9.00 am – 1.00 pm

Fees: GH¢ 700
Duration: 2 months

Training Commences on 6th June 2016

Venue: UGCS Legon Campus, Accra City Campus, Kumasi, Koforidua, Takoradi, Sunyani, Tsito, Tamale, Wa

How to Apply

Click on the link below to register or pick a form from any of the undermentioned centres.

https://goo.gl/HMdhPN

Course Fees

Full course Fee to be paid before the commencement of the programme. Please pay cash to the following Account.

Bank: Ecobank

Branch: Legon

Account Name: College of Education, University of Ghana

Account Number: 0160134485305902

Supply the following information with payment:

Your name and Course Name

Confirmation of Bookings

Your registration will be confirmed by email or text message only when cash is received.

Venues

Legon Campus

University of Ghana Computing Systems (UGCS), Legon

University of Ghana Distance Learning Centres

Accra City Campus   *(Adabraka, former workers' college)*
Kumasi   *(Close to KTI, behind WAEC)*
Koforidua   *(Close to the Ministries and the New Juapong Library)*
Takoradi   *(Chapel Hill, T'di Workers' College, next to Ghapoha Snr Club house)*
Sunyani   *(Ministries, Adjacent to Ghana Prisons Service)*
Tsito   *(Former Adult College)*
Tamale   *(Kalpohili Estates Road, opp. The new SSNIT complex)*
Wa   *(Behind the Wa Secondary Technical School)*

For more details, please visit our website or call:

University of Ghana Computing Systems (UGCS), Legon: 0208173133/0276076257

University of Ghana Distance Learning Centres (Accra, Kumasi, Koforidua, Takoradi, Sunyani, Tsito, Tamale, Wa) : Phone: 0303938848/0242521581

Website: www.ug.edu.gh