

ICT DIRECTORATE UNIVERSITY OF GHANA

ICT BOOT CAMP TRAINING



The University of Ghana, ICT Directorate has lined up the following ICT professional development training courses
Prospective participants from the public and private organisations, individuals i.e. students, workers, managers are all invited to enroll.

1. MOS - Microsoft Office Specialist

Objective:

This instructor led course is to equip participants with the requisite practical skills in using Microsoft Office Suite to manage the day-to-day office work effectively.

Content:

- Basic IT Concepts
- Windows (Using Computer and Managing Files)
- MS Word (Wordprocessing)
- MS Excel (Spreadsheets)
- MS PowerPoint (Presentation)
- MS Access (Database)
- Internet (Information and Communication)

Fees: GH¢ 350 **Date:** 2nd Mar - 2nd April, 2009
Time: 6:00pm - 8:30pm **Days:** Monday - Thursday

2. CompTIA Network +

Objective:

This instructor led course is to equip participants with the requisite practical skills in computer networking and also to prepare participants to pass the *Network+ exams*

Content:

- Media and Topologies
- Protocols and Standards
- Network Implementation
- Network Support

Fees: GH¢ 350 **Date:** 3rd Mar - 27th Mar, 2009
Time: 6:00pm - 8:30pm **Days:** Monday - Friday

3. CCNA - Cisco Certified Network Associate

Requirement:

Previous use of any computer operating system and a basic knowledge in hardware or networking would be very beneficial.

Content:

- Configure & Troubleshoot a switch with VLANs
- Implementing IP addressing scheme & services
- Configure, Verifying & Troubleshooting basic router
- Operation and routing on Cisco devices
- Implementing and Verifying WAN links

Fees: GH¢ 650 **Date:** 30th Mar - 30th April, 2009
Time: 6:00pm - 8:30pm **Days:** Monday - Friday

4. Website Development

Content:

- Introduction to HTML
- Basic Tags, Tables, Frames, Forms
- Basic and Advance PHP
- Database driven web design using PHP-Maker/Navicat
- Hosting procedure and site management tips
- Project work

Fees: GH¢ 400 **Date:** 9th May - 13th June, 2009
Time: 10:00am - 4:00pm **Days:** Saturdays

5. Graphic Designing

Content:

- Introduction to Vector Graphic (CorelDraw & Illustrator)
- Transformation and retouching of images
- Application of digital effect (Adobe Photoshop)
- Pre-press orientation

Fees: GH¢ 450 **Date:** 13th Mar - 23rd May, 2009
Time: 10:00am - 2:00pm **Days:** Friday - Saturday

6. Microsoft Certified Systems Engineer/Administrator

Requirement:

Previous use of any computer Operating System, a basic knowledge of using PC's and Networking course would be very beneficial.

Objective:

This instructor led and practical lab course is to equip participants with systems administration skills and also to pass the following Microsoft certification exams.

Content:

- (70-620) Implementing & Supporting Windows Vista
- (70-290) Managing and Maintaining a Microsoft Windows Server 2003 Environment
- (70-291) Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 Network Infrastructure
- (70-350) Implementing Microsoft Internet Security & Acceleration (ISA) Server 2004
- (70-293) Planning and Maintaining a Windows Server 2003 Network Infrastructure
- (70-294) Planning, Implementing & Maintaining a Windows Server 2003 Active Directory Infrastructure
- (70-298) Designing Security for a Windows Server 2003 Network

Fees: MCSE GH¢ 1,300 **Date:** 16th Mar - 28th May, 09
MCSA GH¢ 850 **Date:** 16th Mar, 30th April, 09
Days: Monday - Thursday **Time:** 6:00pm - 8:30pm

7. Linux Network Administration

Objective:

This course is aimed at equipping participants with systems administration skills on Linux Platform and also participants will concentrate on network monitoring tools and hands on practical.

Content:

- Install and Upgrade Unix Operating System.
- Basic Internet Protocols (IPv4 and IPv6)
- Internet Services including DNS, Web, SSH & E-mail
- TCP/IP concepts and connectivity.
- Network Management in a TCP/IP network.
- Network security
- Hands on practical using IPcoops, Cent OS etc..

Fees: GH¢ 400 **Date:** 11th May - 11th June, 2009
Time: 6:00pm - 8:30pm **Days:** Monday - Thursday

8. Tally Accounting Software

Objective:

This training is designed for participants with some knowledge of accounting concepts.

Content:

- Introduction to Tally
- Tally Accounting (Chart of Accounts)
- Tally Inventory & Vouchers
- Financial Reports in Tally
- Display Books of Accounts & Statement of Accounts

Fees: GH¢ 350 **Date:** 7th Mar - 4th April, 2009
Time: 11:00am - 3:00pm **Days:** Saturdays

Benefits

1. The ICT Directorate's Practical Approach;
 - a. Intensive hands-on lab work in the existing network of the state-of-the arts Multi lab.
 - b. Simulated certification exams practice
2. Certified Trainers and Facilitators
3. Official Training Curriculum Manuals
4. Recognised Certification

Contact

Tel: 028-5137113
E-mail: ictd@ug.edu.gh or visit www.ug.edu.gh
Register now to secure a place, limited admissions available

9. Visual Basic .Net

This is a hands-on training designed to provide programming skills in Visual Basic .Net that enables you to develop real-world applications. It is targeted at those who want to develop a career in software development.

Content:

- Introducing the .NET Framework 2.0
- Object Oriented Programming (OOP) with VB.Net
- Developing Windows Applications
- Data Connections using ADO.Net (to MS SQL Server 2005 & MS Access)
- Handling Exceptions in VB.Net
- Compiling and Deploying developed applications
- Extra lessons in Graphics and Interacting with the Windows Environment using VB.Net

Fees: GH¢ 400 **Date:** 6th Mar - 2nd May, 2009
Time: 10:00am - 2:00pm **Days:** Friday - Saturday

10. Data Analysis Using SPSS & Epi-Info

Requirement:

Basic windows Operating System, Excel and Access

Objective:

This program is targeted at Students, Data Analyst from Public, Health and Research field Project sectors, NGO's, International Organisations who are involved in Project Management that deals with huge data.

Content:

- Basic Concept of SPSS & Epi-Info application
- Learning good data cleaning processes
- Using Basic and Advanced Statistics tools
- Developing screen data template
- Creating Report & Maps

Fees: GH¢ 450 **Date:** 6th April - 30th April, 2009
Time: 6:00pm - 8:30pm **Days:** Monday - Thursday

11. IT Service Management (ITSM)

This course introduces the ITILv3 which is a set of concepts and policies for managing information technology (IT) infrastructure, development & operations

Content:

- Service Desk
- Incident Management
- Problem Management
- Change Management
- Configuration Management
- Release Management
- IT Service Continuity Management
- Availability Management
- Capacity Management
- Financial Management for IT Services
- Service Level Management

Fees: GH¢ 800 **Date:** 18th April - 2nd May, 2009
Time: 10:00am - 4:00pm **Days:** Saturdays

12. Cisco Network Security

This course leads to validated skills for installation, troubleshooting & monitoring of network devices to maintain integrity, confidentiality and availability of data and devices. It also prepares candidates for the 640-553 IINS Implementing Cisco IOS Network Security exam.

Content:

- Security threats facing modern network infrastructures
- Secure Cisco routers
- Mitigate threats to Cisco routers and networks using ACLs
- Implement secure network management and reporting
- Mitigate common Layer 2 attacks
- Implement the Cisco IOS firewall feature set using SDM
- Implement the Cisco IOS IPS feature set using SDM
- Implement site-to-site VPNs on Cisco Routers using SDM

Fees: GH¢ 700 **Date:** 4th May - 5th June, 2009
Time: 6:00pm - 8:30pm **Days:** Monday - Friday