



# GHANA TELECOM UNIVERSITY COLLEGE (GTUC)

## TESANO-ACCRA

### INFORMATION TECHNOLOGY COURSES

The Information Technology Service Unit (ITSU) a unit at the Ghana Telecom University College invites participants to the short IT Courses listed below:

No	PROGRAMME	OBJECTIVE	TARGET GROUP	COURSE PERIOD	DURATION	FEES
1	WINDOWS VISTA OPERATING SYSTEM	This course covers the core technologies and features of the windows VISTA operating system and its practical applications in homes and businesses.	Private individuals Students Designers	29th June-10th July, 2009 29th June-24 July, 2009	(2 Weeks-FT) (4 Weeks-PT)	GH¢ 350
2	UNIX OPERATING SYSTEM	This course covers the design, philosophy, goals, principles and practical applications of the Unix Operating System as well as its software architecture.	Instructional Designers Instructional Technologists Multimedia Instructors	29th June-17th July, 2009	(3 Weeks-FT) (6 Weeks-PT)	GH¢ 700
3	GRAPHIC DESIGN USING MICROSOFT PUBLIHERS	The course exposes participants to the use of Microsoft Publisher as a tool for creating high quality graphics, personalising publications, branding businesses, creating templates, etc.	Small firms with no dedicated design staff Students Private Entrepreneurs	29th June-10th July, 2009 29th June-24 July, 2009	(2 Weeks-FT) (4 Weeks-PT)	GH¢ 400
4	MICROSOFT EXCEL 2007 BASIC	This course will teach participants to use excel to communicate with customers and partners, managing information, spreadsheet analysis among others	Office Secretaries Auditors Accountants	29th June-10th July, 2009 29th June-24 July, 2009	(2 Weeks-FT) (4 Weeks-PT)	GH¢ 300
5	VISUAL BASIC APPLICATION	This course exposes participants Visual Basic syntax, event-driven programming, and how to compile an application with the native code compiler. Participants will learn the VBA language, handle run-time errors, debug, work with forms and controls, and add simple database support to applications.	Instructional Designers Instructional Technologist Multimedia Instructors	13th-31st July 2009 13th July-21st Aug. 2009	(3 Weeks-FT) (6 Weeks-PT)	GH¢ 700
6	ACTIVE SERVER PAGES (BASIC)	This course explores basic topics in Active Server Pages (ASP). Participants will learn how to incorporate caching and performance tuning into ASP applications, consume Web services, and design custom controls	Systems Administrators Website Developers Database Managers	13th July-31st July, 2009 13th July-21st August	(3 Weeks-FT) (6 Weeks-PT)	GH¢ 750
7	MySQL	This course provides participants the knowledge and skills needed to maintain successful and efficient day-to-day operations of MySQL databases and services. Participants will gain practical experience in setting up, administering and troubleshooting MySQL databases. They will gain an understanding of the architecture of a MySQL database.	IT consultants Network Operators	13th July-31st July, 2009 13th July-21st August	(3 Weeks-FT) (6 Weeks-PT)	GH¢ 700
8	INTRODUCTION TO WEB DESIGN	This is a pre-planning course structured to offer participants insight into the many thought processes involved in planning a website. This course will provide participants with the steps required to have them thinking about design, layout and development of online e-commerce presence.	Telecom Managers Network Operators	27th July-7th Aug., 2009 27th July-21st Aug. 2009	3 Weeks-FT) 6 Weeks-PT	GH¢ 400

#### DETAILS:

There are two ways to register for admission:

Application forms are available at our web site: [www.gtuc.edu.gh/itc](http://www.gtuc.edu.gh/itc)  
Adobe Reader is required to view and print the forms.

Visit our office at Tesano and Abeka, Accra, for an application form.  
Completed application forms should be submitted with fees to:  
The GTUC Information Office, Tesano, or The Information Technology Office, Abeka Campus, Accra.

The offices are opened on weekdays from 9:00am to 5:00pm  
Fees must be paid for application to be considered.

Tuition Fees cover charges for lectures and training materials.  
Please Note:

- Programme Venue: GTUC Campus, Tesano and Abeka
- Programme Time: Morning Session 8:00am to 2:00pm  
Evening Session 5:00pm to 8:00pm  
Weekend Session: Saturday, 8:00am to 3:00pm
- Programme Module: Full time Monday through Thursday (Four (4) weeks)  
Part-time Monday through Thursday (Eight (8) Weekend; Saturday (12 Weeks)

Programme information may be subject to change. Please visit our website [www.gtuc.edu.gh/itc](http://www.gtuc.edu.gh/itc) or call the Office of Research Services: 233-21-252541 for the most up to date programme information.