



UNIVERSITY OF GHANA COMPUTING SYSTEMS (UGCS)

SPECIAL COMPUTER TRAINING FOR SHS AND JHS LEAVERS

University of Ghana Computing Systems (UGCS) is organising specially designed ICT Courses for the general public, especially SHS and JHS leavers from 2nd July – 5th August 2019

Microsoft Office Applications Word, Excel and PowerPoint Learn, Progress, And Succeed!

Course Outline

- Computer Basics
- Internet & Email Skills
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint

Target Audience

- People with & without computer skills

A lifetime of benefits

Participants will:

- Demonstrate their skills on the latest technologies
- Have a firm measure and increased confidence in their skills
- Achieve a greater degree of success in their pursuit of higher education or a career
- Gain recognition among peers and a distinct edge in the competitive job market
- Chart a career development path for ongoing Microsoft skills

Fees: GH¢ 350

**Training Commences on 2nd July
to 5th Aug. 2019**

**Venue: UGCS Legon Campus,
Accra**

Time: 9.30 am – 12.00 pm

How to apply: Click on the link below to register

<https://goo.gl/IHjR3n>

**For more details, please contact
University of Ghana Computing Systems (UGCS), Legon:
0501451637/0574902285/0276076257
Email: ugcs-training@ug.edu.gh**

Web Design and Development

Develop and improve your skills

Course Description

Our Course is designed to help student to understand the Concept, Process and requirement of a website development. In the web development program, students will learn concepts of development and the process of developing the websites. After successful completion, students will work on different live projects under the guidance of our professionals.

Course Outline

- Introduction to Web
- Installation and Configuring of a Web Server
- Basic Web development
- Introduction to HTML, CSS, Javascript, PHP, MySQL
- Introduction to Content Management Systems
- Introduction to WordPress
- Creating a website using WordPress
- Hosting of a Website and website security

Prerequisite

- Basic computer knowledge
- Word processing skills
- Knowledge of File management

Learning Outcome

- Understanding the World Wide Web
Designing websites, using HTML, CSS, Javascript, PHP, and MySQL
- How plugins work.
- How Themes work
- Hosting your website online and securing your website
- Developing a website using WordPress

Fees: GH¢ 400

Training Commences on 2nd July to 5th Aug. 2019

Venue: UGCS, Legon Campus

Time: 1.00 pm – 3.30 pm

How to Apply

Click on the link below to register

<https://goo.gl/IHjR3n>

**For more details, please contact
University of Ghana Computing Systems (UGCS), Legon:
0501451637/0574902285/0276076257
Email: ugcs-training@ug.edu.gh**

Course Fees

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

Bank:	Ecobank
Branch:	Legon
Account Name:	UG Current Account
Account Number:	0160134439526701

OR

Bank:	GCB
Branch:	Legon
Account Name:	UG General Account 01
Account Number:	1031130000704