



GHANA TELECOM UNIVERSITY COLLEGE (GTUC)

CENTRE FOR PROFESSIONAL DEVELOPMENT

SECOND QUARTER SCHEDULE

THE GTUC-CPD INVITES APPLICATIONS FROM INTERESTED PARTICIPANTS FOR THE UNDERLISTED COURSES

TELECOM COURSES

Course Title	Objectives	Content	Approach	Duration	Cost GH¢	Target Group	Date
Telecommunication Traffic Engineering for Voice and Data Networks	The objectives of this course are as follows; ·To provide the fundamental principles of Telecom traffic engineering ·To present the management of traffic through telecommunications networks ·To give an understanding of network design associated with traffic engineering etc.	· Overview of telecommunications technologies and services ·Traffic engineering concepts ·Types of traffic measurements ·Network design considerations ·Calculations related to traffic engineering etc.	Mixed mode (Presentations and practical sessions)	5 Days	700	· Voice, data and network professionals, designers and planners, · enterprise network forecasters · product planners · market forecasters	19 th - 23 rd April, 2010
Fundamentals of Telecommunications	The objective of this course is to provide participants with an understanding of: ·Telecom fundamentals ·Telephony and the telephone network ·Digital Transmission systems and services ·Fundamentals of wireless Communication etc.	·Fundamentals of telephony ·Telecom Equipments ·The telecom industry ·Digital communication concepts ·Transmission systems ·Wireless communications etc.	Mixed Mode - Presentations and hands-on training	3 Days	450	·Professionals and non- professionals in need of a solid base in telecommunications. ·People working in intelligence services, Media houses, banks etc who need more understanding of telecom and networking technology	11 th - 13 th May, 2010
Understanding Data Communication	Participants enrolled on this course will gain an understanding of ·Datacom fundamentals ·How data is organised for transmission (ISO/OSI Model) ·Understand and compare different services ·Understand Local Area Networks etc.	·Introduction to Datacom and networking ·Formatting data for transmission ·Modems: Voice band, Radio, DSL and Cable ·Data Services and Network Equipment ·Understanding LANs etc.	Mixed Mode- presentations and practical training	3 Days	450	·Professionals and non- professionals in need of a solid base in telecommunications. ·People working in intelligence services, Media houses, banks etc who need more understanding of telecom and networking technology	25 th - 27 th May, 2010
Understanding IP and Networking	This course will enable participants ·Understand networking fundamentals current technologies, services and solutions. ·Understand protocol stacks and OSI, IP addressing and routers ·Gain an overview of Voice over IP ·Learn technology deployment steps etc.	·Understanding protocol stacks ·IP Addressing, Routers and Private Networks ·Bandwidth-On- Demand: Packet Network Services ·IP Network Services: Voice over IP (VoIP) and IP VPNs etc	Mixed Mode – presentations and practical training	3 Days	450	·Professionals and non- professionals in need of a solid base in telecommunications. ·People working in intelligence services, Media houses, banks etc who need more understanding of telecom and networking technology	22 nd - 24 th June, 2010
MATLAB Fundamentals	The objective of the MATLAB Fundamental course is to provides a comprehensive introduction to the MATLAB technical computing environment and develop MATLAB competencies in participants.	·Working with the MATLAB user interface ·Performing analysis on vectors and matrices ·Working with data files and data types ·Automating commands with scripts ·Writing programs with logic and flow control ·Writing functions etc.	Hands-on Training	3 Days	300	·Mathematics lecturers and students (From undergraduate level) ·Mechanical Engineers ·Control Engineers ·Communication Engineers	17 th – 19 th May, 2010

INFORMATION TECHNOLOGY COURSES

Course Title	Objectives	Content	Approach	Duration	Cost GH¢	Target Group	Date
Unix/Linux fundamentals	This course will teach participants ·standard UNIX/Linux commands and utilities used for day to day tasks. ·the concepts necessary to understand the way UNIX works as well as the system's most commonly used commands ·Bourne and Korn shell programming ·Unix/Linux configuration tools etc.	·Introduction to Unix ·Other File Processing Commands ·Networking Commands ·UNIX Processes ·Basic User Commands ·Introduction to Shells: sh, csh, and ksh ·Multitasking and Batch Processing ·Shell Programming etc.	Mixed Mode - Presentations and practical applications	3 Days	350	IT professionals who wish to gain knowledge about the Unix/ Linux operating system.	19 th – 21 st April, 2010
Computer Proficiency Certificate	This course provides participants with basic computer literacy. The course covers computer fundamentals, office applications, basic designing and the internet etc.	·Microsoft windows ·Office Applications ·Basic Designing ·Basic Troubleshooting ·Internet etc.	Hands-on Training	3 weeks	200	People new to computers.	All year round beginning from 19 th April, 2010
SQL Server 2008 for Developers	The Objective of this training is to provide participants with ·The knowledge necessary to take advantage of new features provided by SQL Server 2008. ·The skill to develop and write code for SQL Server 2008 etc.	·SQL server 2008 Architecture ·Programming SQL Server 2008 with .NET ·Enhancements to Transact-SQL ·The XML Data Type and XQuery ·Security Improvements ·ADO.NET 2.0 ·SQL Server Service Broker ·Developing client applications ·Security features, Geospatial data etc.	Mixed Mode - Presentations and practical applications	5 days	550	·New developers with previous programming experience in VB, C, .NET ·System Administrators ·Data centre support personnel ·Corporate database support personnel	14 th – 19 th June, 2010

Linux Systems Administration	The objective of this course is to teach participants ·How to install, maintain, configure and tune a Linux system in a networked environment. ·to perform more advanced tasks including rebuilding the kernel, installing and supporting the X Window System, and installing and supporting network facilities such as NFS, DNS and DHCP etc.	·System Administration Overview ·Shell and Perl Scripting ·Installation and Configuration ·The Linux File System ·Working with the Linux Kernel ·Troubleshooting the System ·The Apache Web Server ·Introduction to System Security ·NFS, NIS, DHCP, and DNS ·The Samba File Sharing Facility etc.	Hands-on Training	5 days	600	This course is aimed at people who wish to: ·Gain professional knowledge of Linux Systems Administration. ·System Administrators ·Data centre support personnel ·Corporate database support personnel	17 th – 21 st May, 2010
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IT - BUSINESS COURSES

Course Title	Objectives	Content	Approach	Duration	Cost GH¢	Target Group	Date
Systems Integration	Participants enrolled on this course will learn: ·To plan and implement systems integration projects ·Current and emerging systems integration technologies ·To develop an enterprise framework for technology evaluation and selection etc.	·Systems Integration: Relevance and Perspective ·Systems Integration: Drivers/ Triggers of Integration ·Integrating Disparate systems: Challenges and prospects ·Security Issues and Business trade-offs ·Globalisation, Consolidation and Technology Tools for Integration etc.	Mixed Mode - Presentations and practical applications	Evenings (2 Weeks) 6pm – 8pm Saturdays (4 Weeks) 10am – 2pm	700	·IT Directors ·Corporate Executives ·Directors ·System Analysts ·System Engineers	12 th - 23 rd April 2010 (Evenings) 24 th April - 22 nd May, 2010 (Saturdays)
Managing projects with Microsoft project 2007	Participants enrolled on this programme will learn how to use Microsoft Project 2007 to ·Effectively manage projects ·Use different views within the software to understand budget, status, and allocations and Run standard and customized reports etc.	·Getting Started with Microsoft Office Project 2007 ·Creating and Defining Projects ·Working with Estimates and Dependencies Resources in Project 2007 ·Predicting Behaviour by Using Task Types and the Scheduling Formula ·Tracking Progress and Creating Reports ·Managing Multiple Projects etc.	Mixed Mode - Presentations and practical Training	3 Days Evenings and weekend options available	450	Professionals involved in the design and management of projects	12 th – 14 th April, 2010
Power Excel: Making Better Decisions	Participants on this programme would learn how to ·Leverage advanced features of Microsoft Excel to facilitate business decisions ·Predict potential business developments using trend analysis etc.	·Business solutions and excel ·Analyzing and deciphering data ·Formulating decisions from database information ·Automating excel usage ·Presenting and reporting .data etc.	Mixed Mode - Presentations and practical applications	5 Days Evening and Weekend options available	500	This course is valuable for everyone who makes business decisions based on data. Experience with Excel at an introductory level is assumed.	26 th – 30 th April, 2010
Managing Corporate Information Systems	Participants enrolled on this course will be able to ·Define and explain the concepts, theories and practices in the development and use of information systems in organizations. ·Implement an information system in a database management system or emerging development environment etc.	·What is information management ·Design/implementation of database management systems ·Options in system acquisition Legal and ethical uses of information etc.	Mixed Mode - Presentations and practical applications	Evenings (2 Weeks) 6pm – 8pm Saturdays (4 Weeks) 10am – 2pm	800	Corporate Executives IT Directors Middle –Level Managers Business Owners	31 st May – 11 th June, 2010 (Evenings) 19 th June – 17 th July, 2010 (Saturdays)
Change Management in a Computing Environment	Participants on this programme will Learn how to effect and manage change within their organisations	·Why Change – Optimising Effectiveness ·Change, politics, conflict ·Strategies for managing change ·Thriving on change ·Technology and Change ·Leadership and Change etc.	Mixed Mode - Presentations and practical applications	Evenings (1 Weeks) 6pm – 8pm Saturdays (2 Weeks) 10am – 2pm	550	Corporate Executives Directors Business Owners	12 th – 16 th July, 2010 (Evenings) 31 st July – 14 th August, 2010 (Saturdays)

CORPORATE / CUSTOMER CARE TRAINING

Course Title	Objectives	Content	Approach	Duration	Cost GH¢	Target Group	Date
Fundraising – An introductory Course	The objectives of this course are To help participants understand the grant making process To equip participants to prepare their organizations to become desirable partners to grant makers etc.	·Foundations and their role in philanthropy ·Preparing quality fundraising literature and making a case for funding ·Developing a Fundraising Plan ·The proposal process ·Fund management and evaluation etc.	Mixed mode - Presentations and practical sessions	3 Days	250	·Researchers ·Organisations seeking to raise funds from donors ·Fund Managers ·Project Managers ·Heads of Institutions Non Governmental Organisations etc	26 th – 28 th April, 2010
Professional CV writing and Job Interview Skills training	The objective of this course is to help participants increase their rate of getting employment by teaching them practical skills needed for a successful interview and how to create professional CVs that cannot be ignored by employers.	Writing a CV that cannot be ignored Job Interview Techniques Handling certain job interview scenarios Creating the right impression and closing the job interview	Mixed mode - Presentations and practical sessions	3 Days	200	Fresh graduates seeking employment Professionals seeking upgrades ·Recruitment Agencies etc	10 th – 12 th May, 2010

All courses can be customised to suit group or organisational requirements. Kindly contact our offices for discussions and enquiries on customised programmes.

Registration forms are available at the information Centre - Ghana Telecom University College (GTUC), Tesano Campus, the secretariat of the Centre for Professional Development, GTUC - Tesano Campus or on our website at www.gtuc.edu.gh/cpd. Deadline for registration is a week to the commencement of each programme.

For all other enquiries, kindly contact

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