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# UNIVERSITY OF GHANA

# SPECIAL ICT TRAINING PROGRAMME FOR SHS & JHS GRADUATES

The School of Continuing and Distance Education (SCDE) and University of Ghana Computing Systems (UGCS) in partnership with SmartThink are organising an intensive 6 - week IT course for SHS & JHS graduates to empower them with requisite skills for a future rewarding career.

**Course Outline**
Computer Basics
Internet & Email Skills
Microsoft Word
Microsoft Excel
Microsoft PowerPoint

**Target Audience**
SHS & JHS leavers

**Lifelong 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 employers, and a distinct edge in the competitive job market
- Chart a career development path for ongoing Microsoft skills

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| Fees: | GH¢ 250 |
| Starting Date: | June 26, 2017 |
| Venue: | University of Ghana Computing Systems (UGCS) Legon Campus, University of Ghana |
| Time: | 9.00 a.m. – 11.30 a.m. and 12.00 noon – 2.30 p.m. |

For more details, please visit our website www.ug.edu.gh or contact us:
Telephone: 0208173133/0501451637/0276076257
Email: ugcs-training@ug.edu.gh