

## Equipping You for the Working World



## CCIFG LUCAS – Upcoming Trainings May - June – July 2018

### Registration Forms

## LUCAS Training - General Catalogue

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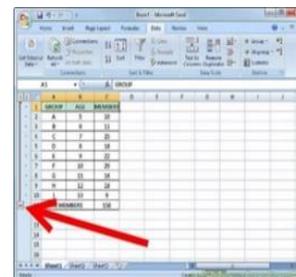
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<b>Upcoming Training Programmes</b>	<b>Dates 2018</b>
<u>Managing Data &amp; Spreadsheets</u>	May 18 & 19
<u>Powerful Presentations</u>	May 25 & 26
<u>Sales Techniques</u>	June 1 & 2
<u>Human Resources Management</u>	June 8 & 9
<u>Leadership Skills</u>	June 15 & 16
<u>Creating Professional Documents</u>	June 22 & 23
<u>Administrative Assistance Skills</u>	June 29 & 30
<u>Accounting for Business Professionals</u>	July 6 & 7
<u>Time &amp; Priorities Management</u>	July 13
<u>Meetings Management</u>	July 14
<u>Project Management</u>	July 20 & 21

## UPCOMING TRAININGS

### MANAGING DATA & NUMBERS – MS EXCEL

The Managing Data & Numbers programme is designed to provide trainees with the essential tasks that can be performed under Microsoft Excel Spreadsheets while optimising the usage of this application. This programme targets all people who work with databases, numbers and statistics, whatever their job and their position: administration, personnel, sales & marketing, accounting & finance assistants, management.



#### Programme outline

- Menus, Commands & Functions - Formatting and Calculations
- Managing Excel Worksheets – Cells & Columns - Layout & Presentation of Data
- Recopying Formulas – Advance functions
- Managing Databases
- Creating & Inserting Excel Charts – Graphics & diagrams
- Creating Pivot Tables - Working with Macros - Creating & showing scenarios

### CREATING POWERFUL PRESENTATIONS



This course provides a complete set of tools for creating powerful presentations. Organize and format your material easily, illustrate your points with your own images, or clip art, and even broadcast presentations over the Web. All those who would like to present their results or projects in a powerful and convincing visual modern fashion will benefit from this course.

#### Programme outline

- Preparing a presentation
- Creating slides
- Managing objects, pictures & sounds
- Slides Views
- Adding Notes - Action buttons
- Broadcasting presentations

### SALES TECHNIQUES

This practical and interactive course covers the sale process from prospection to after sales & customer service. This programme is designed for sales executives, key account managers, in addition to customer service representatives.



#### Programme outline

- What customers really want : hierarchy of needs - decision making process
- Helping browsers becoming buyers : The three fold process - First impressions - Verbal & nonverbal responses in sales - Probing & Opening - Supporting customers' needs - Handling attitudes, objections – Closing
- Sales strategies : Fatal errors - Sales strategies that fail - The seven secrets of selling - An excellent sales approach
- The before & after customer service

## HUMAN RESOURCES MANAGEMENT



This programme will offer a major opportunity to visit, review, reflect and refocus on existing practices and gain a comprehensive overview of human resources management. This programme is designed to benefit HR professionals wishing to review their existing practices and all other line managers and employees dealing with HR functions and with personnel.

### Programme outline

- Role of HR in Strategy: Mission – Vision – Goals – Strategies - SWOT analysis
- Job Analysis and Design: Work flow analysis - Overview of organizational structures
- Human Resources Planning
- Employee Recruitment and Selection: Recruitment sources & policies - Selection methods
- Employee Training and Development
- Orientation, Placement and Separation
- Performance Management - Rewarding Performance

## LEADERSHIP

Gain the knowledge, skills and confidence to lead any type of organization, at any stage of its growth, through any challenge. You will practice diagnosing the stages of team development and adapting your leadership style accordingly. This program is designed for executives from all functions & industries who lead others with managerial responsibility and whose jobs require strong decision-making.



### Programme outline

- Concepts of Leadership
- Character & Traits of Leaders
- Leadership Styles
- Human Behaviour & Leadership
- Leading & Leadership
- Communicating with Leadership
- Motivation & Leadership
- Teamwork & Leadership

## CREATING PROFESSIONAL ELECTRONIC DOCUMENTS



This course provides trainees with the core skills necessary for an efficient and professional use of Microsoft's premiere word processing programme. This course is designed for all those involved in: teaching, training, management, administration, marketing, sales, accounting, finance, but also in politics, NGO's.

### Programme outline

- Menus, Commands & Functions
- Editing & Proofreading Documents
- Working with Word Templates - Auto text & Auto Correct
- Managing Graphics & Objects – Organizational Charts
- Tables of Contents & Indexes
- Mail & Document Merge
- Templates & Macros

## ADMINISTRATIVE ASSISTANTSHIP

Administrative assistants provide both clerical and administrative support to professionals, either as part of a team or individually. They play a vital role in the administration and smooth running of businesses. This course is designed for all management assistants, whether newly appointed or needing to freshen up their existing skills.



### Programme outline

- The Role of the Executive Assistant
- Office Operations
- Effective Communication Skills
- Essential Customer Service Skills
- Organizing & Managing Meetings
- Time Management, Key Concepts & Tools

## ACCOUNTING



This programme will offer a major opportunity to visit, review, reflect and focus on existing practices and gain a comprehensive overview of accounting principles. It is designed for all non-financial people who need to understand the key financial principles and techniques.

### Programme outline

- Purpose and nature of accounting
- Generally accepted accounting principles
- The accounting equation - Basic steps in the recording process
- Trial balance and its purposes
- The four financial statements and how they are prepared
- The reasons for adjusting entries
- The major types of adjustment entries and how they are made
- Preparing an adjusted income statement - Classified balance sheets
- Completion of the accounting cycle. Preparing worksheets

## TIME & PRIORITIES MANAGEMENT

A practical course that will show delegates how to manage both priorities and time so that they can accomplish more in less time. A practical course that will show all types and levels of participants how to manage both priorities and time so that they can accomplish more in less time.



### Programme outline

- Defining Time Management
- The Obvious and Hidden Benefits of Managing Time
- Setting Goals and Priorities
- Planning & Scheduling
- Dealing with Interruptions & Paperwork
- The Art of Effective Delegation

## MEETING MANAGEMENT

A practical course that will teach participants the skills needed to plan, conduct, and participate to successful meetings where the group reaches the relevant goals and objectives. This programme addresses all individuals and professionals, whatever their function. It is highly recommended for managers and managers to be.



### Programme outline

- Preparing Meetings: Planning and setting up goals – Electronic options & tools
- Managing meetings: Roles and Responsibilities – Chairing – Attendance
- Participation – Disruptions
- Taking notes - Writing Quality Meeting Minutes
- Effective Communication and Conflicts Management in Meetings

## PROJECT MANAGEMENT



Prioritise, organise, manage and control work, conduct and monitor projects with tools and techniques that will make any assignment safer, more successful and better managed, no matter how informal the project is. Target is all levels of professionals involved in projects: managers or team members, administrators and project support staff.

### Programme outline

- Introduction to Project Management
- Project Management & Organisational Structure
- Management Functions - Management Framework
- Project Environment - Project Phases & Life Cycle
- Project Team Fundamentals
- Analysis, Risks and Issues
- Baselines – Planning – Cost Estimation & Control
- Project Performance Management

## TRAINING REGISTRATION FORM (Group registration)

### Company Information

Company/Organisation:

Activities:

Contact Name:

Position:

Address:

Tel.:

E-mail:

### Thank you for registering the following Candidates to the below Training Programme(s)

Training Programme	Dates 2018	Fees in GHC		Candidates
		CCIFG Member	Other	Title & Full Name
<u>Managing Data &amp; Spreadsheets (Excel)</u>	May 18 & 19	600	660	
<u>Powerful Presentations (Powerpoint)</u>	May 25 & 26	600	660	
<u>Sales Techniques</u>	June 1 & 2	800	880	
<u>Human Resources Management</u>	June 8 & 9	800	880	
<u>Leadership Skills</u>	June 15 & 16	800	880	
<u>Creation Professional Electronic Documents</u>	June 22 & 23	600	660	
<u>Administrative Assistantship</u>	June 29 & 30	800	880	
<u>Accounting for Business Professionals</u>	July 6 & 7	800	880	
<u>Time &amp; Priorities Management</u>	July 13	440	480	
<u>Meetings Management</u>	July 14	440	480	
<u>Project Management</u>	July 20 & 21	800	880	

- ❖ Registration form is to be mailed to [training@lucas-college.net](mailto:training@lucas-college.net) and to [info@ccifranceghana.com](mailto:info@ccifranceghana.com)
- ❖ Payment is to be made at the latest 1 week before the training starts
  - ✓ in cash at LUCAS College or by check to the order of LUCAS College
  - ✓ by transfer to LUCAS College at Standard Chartered (SCBLGHACXXX) - A/C 0100105133800

**Authorised Signatory:**

**Date:**

**Signature:**

## TRAINING REGISTRATION FORM (Individual registration)

### Trainee's Identification

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender:  Female  Male

Highest Degree: \_\_\_\_\_

Address: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

### Work Information

Employer/Company: \_\_\_\_\_

Activity: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Tel.: \_\_\_\_\_ Email: \_\_\_\_\_

### Thank you for registering me for the programme(s) marked X

Training Programmes	Dates 2018	CCIFG Members	Others	Mark
		Fees in GHC		
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**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

## THE CHAMBER OF COMMERCE & INDUSTRY FRANCE - GHANA (CCIFG) PRESENTATION

A private association bringing together companies and professionals from various sectors of the Ghanaian economy. CCIFG helps them develop their business in Ghana, in France or abroad. It facilitates trade and exchanges between France and Ghana. The Chamber promotes Ghana with French citizens and accompanies them in their approach to the Ghanaian market. CCIFG also supports Ghanaian companies in developing their international presence. Established in Accra in May 2014, CCIFG is member of CCI France International, a network of 120 French Chambers of Commerce and Industry (CCIFI) in 90 countries.

CCIFG / LUCAS short courses are offered to individuals and CCIFG members in search of professional advancement. Their topics cover a wide range of subjects deemed of importance to business life.

## LUCAS COLLEGE PRESENTATION

The Leadership University College for Applied Sciences (LUCAS College) is an initiative of two groups rooted in education, project development and finance, Pigier-Trema and Primecorp.

LUCAS College is a tertiary higher education institution accredited by the Ghana National Accreditation Board (NAB) since 2016. It is affiliated to the Ghana Institute of Management and Public Administration (GIMPA).

In order to serve its mission, LUCAS established educational partnerships with major educational institutions such as Griffith College in Dublin (Ireland); MBWay and MDS – My Digital School (France).

These partnerships provide for:

- Sharing of experience, know-how, resources, and faculty
- Exchange of programmes enabling students to pursue their studies in foreign universities
- Joint programmes developed in Ghana with foreign partners, leading to double degrees.

LUCAS College and its team of experienced and reputable Ghanaian educators strives to provide and promote world-class higher academic and professional education (Undergraduate, Graduate) in business, accounting, finance, economics, public administration, hospitality, tourism, supply chain management, logistics, computer science and information technology and the applied sciences.

In addition, and because the learning process never ends and professional life requires a constant acquisition of new skills, LUCAS offers individuals and corporations a number of continuing education and training programmes.

In order to offer training that is relevant to individuals and organisations, LUCAS partnered with professional associations and groups who have an intimate knowledge of the market and the demands involved in running a business. Hence, partnerships were formed with CCIFG, GhISEP, MBWay (France) and My Digital School (France).

## LUCAS COLLEGE TRAINING & METHODOLOGY

LUCAS COLLEGE and its partners offer practical business programmes and training seminars focused on know-how and concerned with professional skills. Instructed by seasoned professionals, the courses use modern interactive techniques and active learner participation to help transfer practical knowledge and acquire hands-on skills.

The fields covered by the training courses are:

- Management
- Sales & Marketing
- Accounting & Finance
- Executive Assistance
- Hotels, Restaurant, Tourism
- Oil & Gas
- Languages
- Office IT - IT Networks – Coding
- Health Safety & Environment

Courses and seminars are conducted in a number of different ways:

- over a few hours or a few days
- AM or PM
- in-house or public
- standard or tailor-made to the needs of a specific group or organisation
- in LUCAS campus or in customers' premises.

Programmes are delivered using a number of tools, including audio-visual computerized presentations.

Training relies on group dynamics, using different approaches to ensure proper assimilation of the course skills, knowledge and know-how:

- Case studies & Exercises to train participants on related issues, with a direct application of the material to their work environment
- Group facilitation and discussions to promote class interaction and discuss real cases encountered by trainees, in the attempt to find directly applicable solutions
- Role-plays, assessment sheets and exercises
- Applied projects: the training period will be the occasion for participants involved to work with ad-hoc teams and with the instructors on specific work related mini-projects.

## LUCAS – GENERAL CATALOGUE

### THE BUSINESS & MANAGEMENT SERIES



#### ACCOUNTING

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#### BUDGETING & FINANCE

This course is designed to help participants review proven analytical tools that will help develop their business or company's profit picture.

#### Budgeting Outline

- Nature of budgets. Developing the master budget. Sales & Production budgets. Direct materials purchase budget. Direct labor budget. Factory overhead budget.
- Cost of goods sold budget. Selling expenses budget. Budgeted income statement. Budgeted balance sheet.
- The cash budget. Collections and other cash receipts. Cash disbursements.

#### Finance Outline

- Planning & Budgeting the Future
- Business Financing & Investments
- Financial Analysis for Business Growth
- Costing at the Service of Performance



## THE BUSINESS & MANAGEMENT SERIES



### MARKETING & SALES

This programme will offer a major opportunity to visit, review, reflect and refocus on existing practices and gain a comprehensive overview of marketing & sales principles. It is designed for all those who interface with marketing on a regular basis and all who are in contact with customers for sales, technical, research & development or service purposes.

#### Programme outline

- The Marketing Concept - The Marketing Mix
- Marketing & Corporate Goals and Strategy - Marketing Research - Market Analysis & Planning Methodologies - Segmentation & Positioning - Marketing Plan
- Customer Relationship Management - The Sales Process & Techniques

### SALES TECHNIQUES

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#### Programme outline

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## THE BUSINESS & MANAGEMENT SERIES



### PROJECT MANAGEMENT

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- Human Resources Planning
- Employee Recruitment and Selection: Recruitment sources & policies - Selection methods
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## THE BUSINESS & MANAGEMENT SERIES



### LEADERSHIP

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#### Programme outline

- Concepts of Leadership
- Character & Traits of Leaders
- Leadership Styles
- Human Behaviour & Leadership
- Leading & Leadership
- Communicating with Leadership
- Motivation & Leadership
- Teamwork & Leadership



### TIME & PRIORITIES MANAGEMENT

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### MEETING MANAGEMENT

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#### Programme outline

- Preparing Meetings: Planning and setting up goals – Electronic options & tools
- Managing meetings: Roles and Responsibilities – Chairing – Attendance
- Participation – Disruptions
- Taking notes - Writing quality Meeting Minutes
- Effective Communication and Conflicts Management in Meetings



### TEAM BUILDING

A dynamic & practical program focusing on developing abilities to turn the team into a result-oriented, motivated group. This hands-on program is of major significance to all managers and supervisors responsible for a team. Also advisable to those in line for team leading positions.

#### Programme Outline

- Team Building and Teamwork
  - ✓ Organization's Mission, Vision and Objectives
  - ✓ Team Development: Forming, Storming, Norming, Performing
  - ✓ Inspiring & Motivating Team Members
- Effective and Successful Teams
  - ✓ Picking and defining team members and leaders
  - ✓ Detecting problems, finding solutions - Dealing with difficult members
  - ✓ Maintaining team cohesion - Conflicts and problem solving
- Managing Team Performance
  - ✓ Holding team meetings - Providing feedback in real time
  - ✓ Setting goals – Reviewing team results - Corrective measures
  - ✓ Motivation and reward

## THE BUSINESS & MANAGEMENT SERIES

### ADMINISTRATIVE ASSISTANTSHIP

Administrative assistants provide both clerical and administrative support to professionals, either as part of a team or individually. They play a vital role in the administration and smooth running of businesses. This course is designed for all management assistants, whether newly appointed or needing to freshen up their existing skills.



#### Programme outline

- The Role of the Executive Assistant
- Office Operations
- Effective Communication Skills
- Essential Customer Service Skills
- Organizing & Managing Meetings
- Time Management, Key Concepts & Tools



### NEGOTIATION SKILLS

This course aims to familiarize participants with the guiding principles behind successful negotiations and turn professionals into seekers of win-win outcomes, rather than old-time bargainers. The program is designed for all level managers. Whatever their function and level, they will benefit from the teachings of this training, both in their private and in their professional life.

#### Programme Outline

- Introduction to Negotiation: Communication dynamics & styles - Barriers to communication - Negotiating vs. Bargaining
- The Negotiation Process: Preparation and planning - Definition of ground rules - Bargaining and problem solving - Closure and implementation
- Negotiation Attitudes and Approaches: Tactics vs. Strategy - Adopting the right tactics - Shifting strategies

## THE BUSINESS & MANAGEMENT SERIES

### LANGUAGES

#### ENGLISH / FRENCH

#### + other languages (using distance learning systems)



with a strong orientation towards developing abilities to communicate and perform professionally in a variety of situations.

Language courses are offered using one of the following systems or a combination thereof:

- Classroom-led learning in small groups. The language sessions are delivered using a combination of methodologies, including class learning, tests & quizzes in addition to assignments and homework.
- Classroom-led learning with sessions running in parallel to the distance learning system. The classroom sessions will be one other opportunity for learners to consolidate their e-learning language acquisition with instructor-led sessions. They will also guide the learners and keep them motivated.
- Distance-learning using computer-based language learning system (for English, French and some other languages). The system has been selected for its quality, content diversity and efficiency. It is installed on a remote server. Each trainee would have a 6-month unlimited access to the system. His progress would be monitored through the system. He will receive punctual assistance by Skype and mail on both technical and language levels. A periodic report would be provided on the usage of the system and on interventions.

## THE IT & COMPUTER SKILLS SERIES



### MANAGING ADVANCED DATABASES - MS ACCESS

The Advanced Databases programme targets all people who need to work with advanced and complex databases, numbers and statistics, at any position in their job. It is designed to help trainees develop advanced skills for creating and managing professional databases using Access. They will be able to define and implement structures that are most commonly used in businesses and use advanced techniques for entering and extracting information.

#### Programme outline

- Exploring Database Objects
- Creating & Defining Field Types - Using Validation Rules
- Importing & Exporting Information & Data
- Creating, Exploring & Managing Forms
- Different Types of Queries & how to Create them

### MANAGING DATA & NUMBERS – MS EXCEL

The Managing Data & Numbers programme is designed to provide trainees with the essential tasks that can be performed under Microsoft Excel Spreadsheets while optimising the usage of this application. This programme targets all people who work with databases, numbers and statistics, whatever their job and their position: administration, personnel, sales & marketing, accounting & finance assistants, management.



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- Menus, Commands & Functions - Formatting and Calculations
- Managing Excel Worksheets – Cells & Columns - Layout & Presentation of Data
- Recopying Formulas – Advance functions
- Managing Databases
- Creating & Inserting Excel Charts – Graphics & diagrams
- Creating Pivot Tables - Working with Macros - Creating & showing scenarios

## THE IT & COMPUTER SKILLS SERIES



### CREATING PROFESSIONAL ELECTRONIC DOCUMENTS

This course provides trainees with the core skills necessary for an efficient and professional use of Microsoft's premiere word processing programme. This course is designed for all those involved in: teaching, training, management, administration, marketing, sales, accounting, finance, but also in politics, NGO's.

#### Programme outline

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#### Programme outline

- Preparing a presentation
- Creating slides
- Managing objects, pictures and sounds
- Slides Views
- Adding Notes - Action buttons
- Broadcasting presentations



## THE IT & COMPUTER SKILLS SERIES

### E-MAIL ETIQUETTE

A course for professionals who need to enhance electronic correspondence skills and use e-mail according to accepted and expected rules and protocol.

#### Programme Outline

- Etiquette concepts - E-mail Basics
- Respecting Privacy and Original Ideas
- E-mail policies and features - Netiquette guidelines and Security issues
- Composing e-mails - Writing and formatting e-mails
- Distributing e-mails: forwarding, copying and blind copying
- E-mail effectiveness: Scheduling email
- Words and language for business emails
- Rules of Punctuation - Spelling and proof reading



## THE NETWORKING & CODING SERIES



### CLOUD COMPUTING & VIRTUALISATION

This course trains IT Managers, Network and System Administrators, System Developers, IT Technicians on cloud computing concepts. They will learn how to host a variety of different workloads, deploy workloads and scale them out quickly through the provision of virtual machines with services. It also trains them on supporting redundant, self-recovering, highly scalable services and monitoring resources used to enable rebalancing of allocations when needed.

#### Programme outline

- Cloud Computing Terminology and Concepts
- Basics of Virtualization
- Elasticity, Resiliency, On-Demand and Measured Usage
- Software as a Service (SaaS)
- Platform as a Service (PaaS)
- Infrastructure as a Service (IaaS)
- Cloud Delivery Models
- Service Level Agreements (SLAs)
- Cloud-based IT Resources
- Practical Virtualization with KVM

### NETWORK ADMINISTRATION

This course introduces the architecture, structure, functions, components, and models of Internet and computer networks. Participants will design and build Local Area Networks (LAN) by applying basic principles of cabling, performing basic configurations of network devices, including routers and switches, and implementing IP addressing schemes. Participants will also learn how to integrate LANs to Wide Area Networks and how to implement all these using Cisco equipment and industry standard devices.



#### Programme outline

- Fundamentals of Networking (OSI, TCP/IP, IPV4 and IPV6 etc.)
- Routing Concepts (Static Routing, Dynamic Routing etc.)
- Switching (STP, VLANs etc.) - Wireless Networking
- Wide Area Network Technologies (Frame Relay, ATM, PPP etc.)
- Network Security (Access Control Lists, etc.)

## THE NETWORKING & CODING SERIES

### SYSTEM ADMINISTRATION

This course focuses on the skills needed for successfully designing and managing Windows and Linux systems for businesses. Fresh graduates, university students, IT managers, network and system Administrators, IT technicians and IT professionals will benefit from this programme.

#### Programme outline

- OS Installation
- User Accounts Management
- File Systems, Disk (quota) & File Management
- Applications Installation & Management
- Network Configuration
- Network Services Implementation: Web, Mail, DNS etc.
- Backup Management
- Network Administration (ADS on Windows)
- Command Line Interface, X & Cron (on Linux)
- Integrating & Optimizing Systems



### MOBILE APPLICATIONS DEVELOPMENT

This course trains learners who require hands on technical skills to effectively build mobile software and solve problems. This includes writing relevant instructions needed to store, process, and communicate information using mobile devices (Android platform); storing knowledge into data structures and databases, processing with algorithms, computing and communicating information in human-computer interaction forms over cellular networks.

#### Programme outline

- Practical based programming/coding
- Object Oriented Programming
- Java programming for Android Platform

## THE NETWORKING & CODING SERIES

### WEB APPLICATIONS DEVELOPMENT

This course trains learners writing relevant instructions needed to store, process, and communicate information. This includes storing knowledge into data structures and databases, processing with algorithms, computing and communicating information in human-computer interaction forms over networks. Programme is open to high school or university students, fresh graduates, IT professionals, prospective IT professionals, IT technicians, managers, network and system administrators.

#### Programme outline

- Practical based programming/coding
- Web user interface design
- Coding Business Logic and Rules
- Object Oriented Programming
- Client Side Elements: HTML, JavaScript, CSS
- Server Side Elements: PHP, MySQL DB System & SQL



### WEB DESIGN

The objective of this course is to train learners to design and build websites that are optimally functional and aesthetically appealing to end users. This programme aims all individuals/organizations who require hands on technical knowledge of how to effectively build software to solve problems.

#### Programme outline

- Programming/Coding methodology
- HTML
- Graphics
- JavaScript
- CSS
- JSON and AJAX technologies

## THE HEALTH & SAFETY SERIES

### HEALTH AND SAFETY AWARENESS

The aim of the Health and Safety Awareness course is to introduce the candidate to many aspects of Health and Safety at Work legislation and is intended to help raise safety standards and awareness.



### HEALTH AND SAFETY AT WORK

The aim of Unit 1 of the Award in Health and Safety at Work is to give participants the necessary knowledge and information to allow them to fully understand the issues, hazards and control that is needed to ensure a safe working environment.

### INTRODUCTION TO HEALTH AND SAFETY

The aim of the Introduction to Health and Safety course is to furnish participants with a good basic knowledge and understanding of Occupational Safety and Health (OSH), outlining what is required to provide a safe place of work and conform to legislation.



### WORKING SAFELY

The aim of the Working Safely course is to improve the safety culture within an organisation by giving individuals a good understanding of their health and safety responsibilities, and teaching them how to keep themselves and others safe at work.

### MANAGING SAFELY

The aim of the Managing Safely course is to assist managers to get up-to-speed on the practical actions they need to take and gain the knowledge and tools to tackle the safety and health issues they are responsible for.

## THE HEALTH & SAFETY SERIES



### FIRST AID AT WORK

The aim of the First Aid at Work course is to provide attendees with extensive training that builds upon the input given during an Emergency First Aid at Work Course.

### RISK ASSESSMENT

The aim of the Risk Assessment course is to provide participants with a systematic review of the work activities undertaken as part of the business, looking at what could cause harm, and deciding on suitable control measures to prevent accidents or serious incidents occurring.

### MANUAL HANDLING

The aim of the Manual Handling course is to give attendees the information, knowledge and skills required to enable them to carry out Manual Handling Risk Assessments to ensure all activities undertaken within the workplace are carried out as safely as possible.

### PERMIT TO WORK

The aim of the Permit to Work course is to give attendees the knowledge, skills and competence to comply with the formal management systems that are in place to control high-risk activities.

### FIRE SAFETY AWARENESS

The aim of this course is to give all staff, particularly new starters in any workplace, a basic understanding of fire safety. Learners gaining this qualification will know that fire safety is the responsibility of everyone in the workplace with recognition of the contribution they may have to prevent the starting and spread of fires.



### HEALTH AND SAFETY FOR CONSTRUCTION LABOURERS AND SITE VISITORS

The aim of this course is to give attendees the understanding that keeping safe on a site is everyone's responsibility. The topics covered include health and safety, working at height, excavations, fire safety, welfare facilities, confined spaces, personal protective equipment (PPE) and first aid requirements.