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| **Category** | **Content** | **Available Option** | **Duration** |
| Basic Computing  (5 weeks)  **Cost: GHS 100.00** | Introduction to Computers |  | 6 hours |
| Operating Systems & File Management | Windows or Ubuntu | 6 hours |
| Typing | Mavis Beacon | 6 hours |
| Internet & Email |  | 12 hours |
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| Office Productivity  (8 weeks)  **Cost: GHS 220.00** | Word Processing | Ms Word or LibreOffice Writer | 18 |
| Spreadsheets | Ms Excel or LibreOffice Calc | 18 |
| Presentations | Ms Power Point or LibreOffice Impress | 6 hours |
| Desktop Publishing | Ms Publisher or Adobe Ilustrator or LibreOffice Draw | 6 hours |
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| Database Technologies (Intermediate)  **Cost: GHS 150.00 each** |  | MS Access | 18 hours |
|  | MySQL | 18 hours |
|  | Oracle | 18 hours |
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| Database Technologies (Advanced)  **Cost: GHS 200 each** |  | MS Access | 24 hours |
|  | MySQL | 24 hours |
|  | Oracle | 24 hours |
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| Website Development (Intermediate)  5 weeks  **Cost: GHS 250 each** |  | HTML5 and CSS3  Using Dreamweaver | 24 hours |
|  | Basic PHP | 6 hours |
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| Website Development (Advanced)  14 weeks  **Cost: GHS 650 each** | Coding | PHP | 12 |
| Content Management Systems | Wordpress | 24 |
|  | Joomla | 24 |
|  | E-commerce sites building (OpenCart) | 12 |
|  | Dashboard creation | 12 |
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| Graphic Designing  (18 weeks)  **Cost: GHS 450** |  | MS Publisher | 12 |
|  | Corel Draw | 18 |
|  | Adobe Indesign | 12 |
|  | Adobe Photoshop | 12 |
| Video Editing  4 weeks  **Cost: GHS 150 each** |  | Wonder Share or  Corel Video Studio or  Pinnacle Video Studio | 24 |
| Accounting Software  4 weeks |  | Tally  or  QuickBooks |  |
| Network fundamentals  6 Weeks |  |  |  |
| Hardware Technology |  |  |  |