

**CHRISTIAN SERVICE UNIVERSITY COLLEGE**

**CENTRE FOR LEADERSHIP AND PROFESSIONAL  
DEVELOPMENT (CLPD)**



**PROFILE & COURSE DESCRIPTION OF CERTIFICATE  
COURSES**

**JANUARY 2015 - OCTOBER 2015.**

**BRIEF PROFILE OF CENTRE FOR LEADERSHIP AND PROFESSIONAL  
DEVELOPMENT (CLPD) CERTIFICATE COURSES**  
**JANUARY TO SEPTEMBER 2015**

**Courses/Programmes**

1. Executive Certificate In Project Management
2. CISCO Certified Network Associate (CCNA)
3. Certificate In Oil And Gas
4. Certificate In Public Relations
5. Certificate In Computerised Accounting Software (Quick Books)
6. English Proficiency Certificate Course
7. Certificate In Communication Design & Photography
8. Certificate In Biblical Counselling
9. Leading The 21<sup>st</sup> Century Church: Church Financial Management & Investment
10. Financial Management For Schools
11. Certificate in Biblical Languages (Greek & Hebrews)

## 1. EXECUTIVE CERTIFICATE IN PROJECT MANAGEMENT

### Course Description

The **Executive Certificate in Project Management** is a course modelled after the Project Management Institute (PMI) USA approach to Project Management. **Objectives include:** To impart project management essential skills and knowledge for comprehensive initiating, planning, scheduling, executing, monitoring and controlling project; and to teach, provide and impart hands-on strategies and techniques of completing your project within time schedule, with the quality required and within budget.

### Participants

Administrators, Entrepreneurs, Bankers, Engineers, Architects, Health Workers, Project Management practitioners who want to prepare for the PMP® & CAPM® Examinations; Entry-level Project Managers and Project Team Members, etc.

### OTHER DETAILS

- ♦ **Date:** February 7, 2015 - April 25, 2015
- ♦ **Days:** Saturdays ONLY (13 Saturdays).
- ♦ **Time:** 8.30am – 2.30pm. **Venue:** CSUC Campus
- ♦ **Fee:** GHC 1,400.00 (Snacks, Lunch and Course Materials). Flexible payment terms available
- ♦ Registration is in Progress.
- ♦ Please pick a registration form at **GHC 50.00 from CLPD Office**
- ♦ An **Executive Certificate in Project Management** will be awarded upon Successful Completion of the Programme.
- ♦ Enquiries? please call **Theo on 0206-590-845 or Kate on 0245-482-328**

## 2. CISCO CERTIFIED NETWORK ASSOCIATE (CCNA)

### Course Description

CISCO Certified Network Associate (CCNA) is an internationally acclaimed IT Certification for IT professionals. This Certificate Course is aimed at enhancing the skills and capabilities of System Administrators and IT Network Professionals with the internationally acclaimed CISCO technologies. Participants upon completion of the course will be well prepared to take the CISCO Certified Entrance (CCENT) Examination.

**Participants:** Every System Administrator, Networking Specialists, Bankers, IT Instructors, Computer Science Students, Information Technology etc

### OTHER DETAILS

- ♦ **Date:** February 6, 2015 – April 25, 2014. **Friday Evenings (5.30pm – 8pm) and Saturdays (8am – 4pm) ONLY (11 weekends)**
- ♦ **Venue:** CSUC Campus – Computer Lab

- ♦ **Fee: GHC 1,500.00 (flexible payment terms are available). Payment includes fees for CCENT Exams**
- ♦ A **Certificate** will be awarded to all participants who completes successfully.
- ♦ Registration is in Progress.
- ♦ **Please pick a registration form at GHC 50.00** from CLPD Office at CSUC Campus
- ♦ Enquiries? please call Theo on 0206-590-845 or Kate on 0245-482-328

### 3. CERTIFICATE IN OIL AND GAS

The Certificate in Oil and Gas Programme is aimed building the capacity of all those who are involved in the oil and gas industry and people who desire to move into that sector. The course has been divided into two (2) segments: □ Basic Level □ Advance Level.

**BASIC LEVEL:** The basic level is designed to give students/participants a general background of the Oil and Gas Industry. The following are the people who qualify to pursue the Basic Level:

- ♦ **Category A:** SSSCE/WASSCE Certificate holders (Secondary School leavers)
- ♦ **Category B:** Diploma Holders, HND Holders and First Degree Graduates without specialisation in a science background
- ♦ **Category C:** Matured students (25 years and above) without specialisation in a science background.
- ♦ **This Level will run for 5 weekends (Fridays and Saturdays)**

**ADVANCED LEVEL:** Due to the very technical nature of the Advance Level, the following are the people who qualify to pursue the Advance Level:

- ♦ **Category A:** People who already work in the industry and do not have Certification and are looking for an opportunity to obtain Certification
- ♦ **Category B:** Diploma Holders, HND Holders and First Degree Graduates with specialisation in a science background (e.g. Chemical Engineering, Electrical Engineering, Chemistry, Physics etc)
- ♦ **Category C:** Students who successfully complete and pass the Basic Level qualify to pursue the Advance Level.
- ♦ **This Level will run for 8 weekends (Fridays and Saturdays)**

#### **OTHER DETAILS**

- ♦ **Basic Level GHC 500.00 ad Advance Level GHC 700.00**
- ♦ Registration is in Progress for both Levels.
- ♦ Date: March 6, 2015
- ♦ **Please pick a registration form at GHC 50.00** from CLPD Office at CSUC Campus

Certificate Course will be preceded by a **ONE DAY SEMINAR** in December 2014. Details will be shared with you soon.

#### **4. CERTIFICATE IN PUBLIC RELATIONS**

The need for organizations to communicate appropriately both internally and externally has led to a demand for professional public relations practitioners. This programme is designed for individuals who want to gain a thorough understanding of the principles and practice of Public Relations. This course is designed with the fundamentals of Communication forming an integral part of the solid foundational development. This examinable Public Relations programme is also phenomenal as a foundation building for interpersonal skills in successful people.

Side attraction: Two Seminar Sessions a) Office Administration b) Managing People in Your Office.

##### **Course Objectives**

- ♦ Empower participants to understand the inter-relationships between business, politics; public opinion and public relations;
- ♦ Provide participants with an introductory insight into the art of writing press releases and report writing;
- ♦ Teach participants practical experiences in media relations;
- ♦ Let participants know and understand the issues bordering on building and maintaining corporate image and developing a strong appreciation of the role communication and public relations play in life.

##### **Who Can Attend/Participate**

- ♦ Incoming and practicing public relations professionals;
- ♦ Professionals who wish to gain a thorough understanding of the principles and practice of public relations;
- ♦ Individuals desiring to sharpen their skills in journalistic writing and report writing;
- ♦ Staff of organizations whose function requires them to present reports on their activities.

##### **Course Content Include:**

- ♦ Definitions and Fundamentals of Public Relations,
- ♦ History of Public Relations,
- ♦ Functions and Roles of Public Relation Officers,
- ♦ PR Publics,
- ♦ Persuasive Communication and PR,
- ♦ Preparing and Dissemination of Media Kits,
- ♦ Applying PR in the Public/Private Sector

### **Benefits**

- ♦ Develop a general improvement in communication skills
- ♦ Know how to structure a news release and compile a public relations program
- ♦ Gain an appreciation and learning of writing styles and skills.
- ♦ Cultivate an understanding of the different applications of public relations in the business place and in society. Learn tools for building and maintaining corporate image

### **Course Fees and Duration**

- ♦ **GHC 1,000.00** for the course, inclusive of Snacks, Course Materials & Certificate. The course will run for Nine (9) **SATURDAYS ONLY**.
- ♦ Course will start on Saturday, **February 14, 2015 to April 11, 2015**
- ♦ Registration is in Progress. Pick a Registration Form from CLPD Office at GHC 50.00
- ♦ Enquiries? please call Theo on **0206-590-845** or Kate on **0245-482-328**

## **5. CERTIFICATE IN COMPUTERISED ACCOUNTING SOFTWARE (Quick Books)**

### **Course Description**

Accounting software has currently become part of requirement for employment in the accounting and business sectors. Our recent search in the job market proves that Accounting graduates who are not having knowledge in the accounting software are finding it difficult accessing employment opportunities in their field of study. Based on this need CLPD is collaborating with EQS Consult to organise **a certified training in QUICKBOOKS Accounting Software Enterprise Edition - Accountant Edition V2013 release**. QuickBooks Accounting software is one of the most popular specific Accounting Software required by employers in the job market and widely used by small, medium and large companies in Ghana and beyond

### **Other Details**

- ♦ Date: Monday, 20<sup>th</sup> January 2014 to Wednesday 12<sup>th</sup> February, 2014. Days: Mondays to Wednesdays
- ♦ **Time:** 9am – 12noon OR from 5.30pm – 7.30pm. Venue: CSUC Campus
- ♦ **Fee:** **GHC 200.00 for CSUC Students, Plus Registration Fee of GHC. 20.00 and GHC 350.00 for Non-CSUC Participants, Plus Registration Fee of GHC. 20.00.**
- ♦ Registration is in Progress. Pick a Registration Form from CLPD Office at GHC 20.00
- ♦ A **Certificate** will be awarded at the end of the course
- ♦ Enquiries? please call Theo on 0206-590-845 or Kate on 0245-482-328

## 6. ENGLISH PROFICIENCY CERTIFICATE COURSE

### Course Description

A number of students in many tertiary institutions have been grappling with the written and oral aspects of the English Language. Many of these problems stem from their inadequate grasp of basic concepts in the semantics and syntactic forms of the language. For a lot of such students, they have very little mastery of grammar and cannot string a series of phrases together to form a good sentence. The Objective of the Course is to help students with difficulty in writing well, to be able to construct good sentences. They would be able to do this by learning the basics of grammar, comprehension and summary.

### Target Group & Participants

Students and everyone who wants to improve both oral and written English.

### Other Details

- ♦ Date: Monday, 9<sup>th</sup> February – 18<sup>th</sup> March 2015 , 2014. Days: Mondays to Wednesdays
- ♦ Time: 9am – 12noon OR from 5.30pm – 7.30pm. Venue: CSUC Campus
- ♦ Fee: **GHC 100.00 for CSUC Students and GHC 200.00 for Non-CSUC**
- ♦ Registration is in Progress. Pick a Registration Form from CLPD Office at GHC 10.00
- ♦ A **Certificate** will be awarded at the end of the course
- ♦ Enquiries? please call Theo on 0206-590-845 or Kate on 0245-482-328

## 7. CERTIFICATE IN COMMUNICATION DESIGN & PHOTOGRAPHY

### Course Description

Certificate in Communication Design is expected to equip you with skills in Graphic Design, Design Application and Graphics for Social Media. Get a skill that can earn you an income. “Don’t just learn how to use a computer. Get a computer skill that will make you stand out and be more valuable to you a student and a professional.

**Participants:** WACSSE Graduates, Publishing Studies Students, Communication Studies Students, Fashion Designing Students –HND holders, Design Technology Students- UEW-K and all who are interested, etc

### Other Details

- ♦ **Date:** 8<sup>th</sup> June 2015 – 14<sup>th</sup> August 2015 (10 Weeks).
- ♦ **Days:** Mondays, Wednesdays, and Fridays.
- ♦ Time: 8.00am – 10.30am. Venue: CSUC Campus. **Fee: GHC 300.00 for CSUC and GHC 350.00 for Non-CSUC.** A **Certificate in Communication Design** will be awarded upon successful completion.
- ♦ Registration is in Progress. Pick a Registration Form from CLPD Office at GHC 20.00
- ♦ Enquiries? please call Theo on 0206-590-845 or Kate on 0245-482-328

## 8. CERTIFICATE IN BIBLICAL COUNSELLING

### Course Description

Biblical counselling can be described as counselling that seeks to impart the wisdom of Scripture into the life of an individual and guide them to lasting growth and change. Biblical counselling seeks not only to change a person's life but their heart as well. Providing hope from the Word of God, the ultimate goal of biblical counselling is to draw the individual to Christ and the work of the cross. The skills and knowledge gained from biblical counselling are useful for pastors, church leaders, or anyone interested in counselling from the biblical perspective.

**Participants:** Church Counsellors; Pastors, Elders & other Church Leaders; Pastors Wives; Women, Men and Youth Ministry Leaders; All interested in counselling.

### Areas of Focus:

This certificate course is in 3 main modules covering: 1. Introduction to Biblical Counselling (Spiritual); 2. Biblical Counselling For Individuals with Substance Abuse and Psychosocial Challenges, and 3. Biblical Counselling For Couples & Families

### Other Details

- ♦ **Date:** 8<sup>th</sup> June to 31<sup>st</sup> July 2015 (8 Weeks). **Days:** Mondays, Tuesdays, Wednesdays.
- ♦ Time: 8.30am – 12noon. Venue: CSUC Campus. **Fee: GHC 350.00**
- ♦ **A Certificate in Biblical Counselling** will be awarded upon successful completion of the course.

## 9. CHURCH FINANCIAL MANAGEMENT & INVESTMENTS

### Course Description

Managing a church and for that matter, the body of Christ, is an art of people management and prudent financial management. It requires faith in the leadership of the Holy Spirit, understanding societal changes and its impact on church growth, integrity, excellent communication skills, time management skills, administrative skills and creativity. The main objective of this workshop is to equip Pastors and Church Leaders with time-tested spiritual and sound bible based principles and knowledge that will empower them to effectively lead, administer, manage and grow the church of the Living God.

**Participants:** Church Accountants and Finance Officers, Pastors, Elders, Deacons, Deaconesses, Catechists, Church Board Members, All Church Leaders

### Other Details

- ♦ **Areas of Focus:** Church Financial Management & Investments. *Side Attraction: A session on Church Administrative Management.*
- ♦ **Date & Days:** Monday to Friday, **26<sup>th</sup> January 2015 to Friday 31<sup>st</sup> January, 2015 (6 days)**
- ♦ Time: 8.30am – 12.30pm each day. Venue: Executive Hostel, CSUC Campus
- ♦ **Fee: GHC 350.00 (it Includes Snack, Course Materials & Certificate)**
- ♦ Registration is in Progress. **Pick a Registration Form from CLPD Office at GHC 30.00**



- ♦ Enquiries? please call Theo on 0206-590-845 or Kate on 0245-482-328

## 10. FINANCIAL MANAGEMENT FOR SCHOOLS

Every educational institution especially privately owned are expected to generate enough revenue to pay for all expenses related to running and managing an educational complex. This course is aimed at supporting privately owned educational institutions and schools to effectively manage their financial resources.

### Other Details

- ♦ **Date & Days:** Monday to Friday, 26<sup>th</sup> January to Friday 31<sup>st</sup> January, 2015 (6 days)
- ♦ Time: 8.30am – 12.30pm each day. Venue: Executive Hostel, CSUC Campus
- ♦ **Fee: GHC 350.00 (it Includes Lunch, Course Materials & Certificate)**
- ♦ Registration is in Progress. Pick a Registration Form from CLPD Office at GHC 20.00
- ♦ Enquiries? please call Theo on 0206-590-845 or Kate on 0245-482-328

## 11. CERTIFICATE IN BIBLICAL LANGUAGES (GREEK & HEBREW)

This One Year Certificate course in Biblical Languages (Greek & Hebrew) is designed to help Pastors and people in Ministry to understand the original languages in which the bible was written. The Objectives of the Course include:

- ♦ To equip participants with the ability to read, write and speak Biblical Hebrew and Greek and enable them undertake the translation of original Hebrew and Greek texts to English.
- ♦ To equip graduate students to undertake biblical exegesis.

### Programme Options

- ♦ Certificate in Biblical Languages (Specialization in Hebrew) – 6 Courses **(GHC 600.00)**
- ♦ Certificate in Biblical Languages (Specialization in Greek) - 6 Courses **(GHC 600.00)**
- ♦ Certificate in Biblical Languages (Hebrew & Greek Combined)- 8 Courses **(GHC 800.00)**

Admission is open to all people, especially for people who can read and write English and have at least GCE/SSSCE/WASSCE or equivalent.

- ♦ Duration of the course is **One (1) Year** ( that is, 2 Semesters)
- ♦ **Classes Begins in January 2015**
- ♦ Pick a Registration Form for **GHC 30.00. Registration is On-Going**
- ♦ For Further Enquires call Mr Jacob Humphrey on 0208-226-251, or Theo on 0206-590-845