



**CSIR – INSTITUTE OF INDUSTRIAL RESEARCH  
INFORMATION MANAGEMENT PROGRAMME**

Near American House Otinshie – East Legon

Tel: 0302 500 195

**MODULE 1 (*Three Weeks*)**

**GH¢ 200.00**

**Office Works**

- Microsoft word 2013
- Microsoft excel 2013
- Microsoft PowerPoint 2013
- Adobe Acrobat professional

**MODULE 4 (*Two Weeks*)**

**GH¢ 150.00**

**Smart Devices and Android Tutorials**

- Android OS
- Android Apps
- Troubleshooting
- Rooting and Flashing

**MODULE 2 (*Three Weeks*)**

**GH¢200.00**

**Graphic Designing & Publication**

- Adobe Photoshop
- Adobe In Design
- Coral Draw

**MODULE 5 (*One week*)**

**GH¢ 100.00**

**Internet and Web**

- Internet marketing
- E-mailing system
- Web Browsers, Search Engines and Surfing
- Visa and Credit card transactions

**MODULE 3 (*Three weeks*)**

**GH¢ 300.00 (200)**

**Multimedia Editing**

- Video – Adobe Premier Pro
- Audio- Adobe Audition
- Photos- Adobe Photoshop

**Enrollment deadline: May 16<sup>th</sup> 2014**

Students should register with full payment by May 16<sup>th</sup> 2014 To the Cashier at IIR premises

**Start Date:** June 9<sup>th</sup> – Aug. 29<sup>th</sup> 2014

Please contact William Addo on **0243722863**, if you have any further question.

**Prerequisite:**

Each participant should come with a laptop.