

## COURSES UNDER GRADUATE ADVANCEMENT PROGRAMME

Fee per Course N5,000

CAREER COURSES	CODE	DURATION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Introduction to Job Search Skills	IJSS	1 DAY		4										
Planning, Growing & Managing Your Career	PGMC	1 DAY		11										
CV Writing & Interview Skills	CWIS	1 DAY		16										
<b>PERSONAL DEVELOPMENT COURSES</b>														
Developing Problem Solving Skills at Work	DPSS W	1 DAY			24									
(New) Developing Interpreneurship Skills	DIS	1 DAY			29									
(New) Personal Effectiveness and Mastery	PEM	2 DAYS				7-8								
Effective Time Management	ETM	1 DAY					12							
<b>MANAGEMENT COURSES</b>														
Accounting for Non-Accountants	ANA	1 DAY				19								
<b>COMMUNICATION/CUSTOMER SERVICE &amp; DIGITAL MARKETING</b>														
Communication & Customer Service Skills	CCSS	1 DAY				14								
(New) Digital Marketing	DM	2 DAYS					4-5							
<b>LEADERSHIP</b>														
Leadership & Civic Responsibilities	LCR	1 DAY					19							
<b>DESKTOP SKILLS</b>														
Computer Appreciation (MS Word)	CAMW	2 DAYS						7-8						
Computer Appreciation (MS Excell)	CAME	2 DAYS						14-15						
Computer Appreciation (MS Powerpoint)	CAPP	2 DAYS						21-22						
<b>INFORMATION TECHNOLOGY</b>														
Web Design - Introduction & Intermediate	WD1	5 DAYS										10-14		
(New) Computer Programming	CP	2 DAY										18-19		
Web Design - Advance	WD2	2 DAY										25-26		

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