

CHRIST IS THE ANSWER (CITA)
SECRETARIAL AND COMPUTER TRAINING
INSTITUTE



BROCHURE/PROSPECTUS FOR STUDENTS
2015/2016 ACADEMIC YEAR

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Designed by
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INTRODUCTION

Christ is the Answer (CITA) Secretarial and Computer Training Institute is a private Vocational Training institution established with the aim of providing affordable and employable skills training to young people.

We are accredited and recognized by Ghana Education Service (GES) and National Vocational Training Institute (NVTI).

CITA is overseen by a five member board of eminent men and women with wide experience in education and is managed by a principal who is an experienced teacher in vocational skills.

Records over the years showed that we are fulfilling aim by providing quality, hands-on training to our students, who, many are now furthering their education in the polytechnics and universities. Some are currently gainfully employed with many of them operating their own secretarial businesses.

We wish you a happy and prosperous stay.

YOU ARE WARMLY WELCOME.

CONCLUSION

We are all alive by the Grace of God, therefore, cultivate good manners and good behavior, work to develop a healthy mind and body, learn to discriminate between good and evil . It is important to choose friends wisely, as bad friends have always caused ruin and permanent damage to prospects of otherwise promising students.

Have a happy stay with hard work for a better tomorrow.

Signed

Administrator

FACILITIES

CITA is endowed with resources to create a conducive environment for each individual student to unearth his/her potential.

The following are some of our numerous resources available for your convenience

1. **Staff:** Our Teaching and Administrative Staff are well qualified, experienced, dedicated and above all God fearing selected from diverse fields to help unleash your potentials
2. **Computer Laboratory:** We have a well equipped computer laboratory to meet your technological training needs. It is also connected to the internet to meet your research and communication needs
3. **Spacious Classrooms:** We have large, spacious and well ventilated classrooms to ensure your comfort, while you study
4. **Typing Pool:** To ensure that you acquire that much needed hands-on skill Training
5. Wifi—Connection
6. Library
7. Hostel for Both boys and girls. Etc

CURRENT ENTRY REQUIREMENTS

For any student seeking admission into CITA, it is required of the student to have completed his/her Basic Education and would have passed well in the Basic Education Certificate Examination (BECE).

Programme Requirements/Subject Offered and Combinations

The school is currently offering admission for the following programs

1. Typist Grade I

This course equips you with a broad range of the basic knowledge required to efficiently perform routine office/secretarial duties with minimum supervision.

Entry Qualification

- a. Basic Education Certificate (BECE)
- b. Two(2) years of Senior High School education

Subjects Offered

- a. Information and Communication Processing (Typewriting)
- b. English Language
- c. Office Procedures
- d. ICT

Duration: 18 months

2. Stenography

This course confirms a broad range of secretarial competency within a wide variety context. The student is trained to be able to exercise some level of reasonability and autonomy in the performance of duty with minimum supervision. He/she is also trained to be able to control and/or give guidance to others on the job.

Entry Qualification

1. Typist Certificate (GSS/COTVET/NVTI); or
2. At least four (4) credits including English Language of GCE'O Level/West African School Certificate; or
3. WASSCE/SSCE, GCE "O"

Subjects Offered

- a. Information and Communication Processing (Typewriting) 40 wpm
- b. Shorthand (80 wpm)
- c. English Language
- d. Office Management
- e. ICT

Duration: 12—18 months

5. Short Courses

This package is for everyone with little or no knowledge in computing or a peculiar application software. It is totally practical oriented, providing hands-on training to perfection.

Entry Requirement

Workers, SHS, JHS, Primary school student can enrol. You can schedule your training time to suit you. Personal computer users in the industry and institutions who need certification of their knowledge and skills in ICT are also welcomed.

Course Content

Package 1

- Computing Concepts
- Introduction to Windows
- Typing
- Word Processing
- Spread Sheet
- Internet Applications

Package 2

- MS Office Suit
- Internet Applications

Duration: 1 to 6 months

Entry Requirement

Candidates who have obtained passes in the relevant subjects at the GBCE, GCE 'O' Level/SSSCE/WASSCE/General Business Certificate/Royal Society of Arts Stage II/London Chamber of Commerce and Industry Stage II Level may be considered as eligible candidates for the course

4.1. DIPLOMA IN BUSINESS ADMINISTRATION

Subjects Offered

- a. Marketing
- b. Business Finance
- c. Human Resource Management
- d. Information Technology
- e. Financial Accounting/Economics

4.2. DIPLOMA IN INFORMATION TECHNOLOGY

Subject Offered

- a. Hardware and Networking
- b. Information Technology
- c. Information System
- d. Financial Accounting/Economics
- e. Human Resource Management

Duration: 12—18 months

3. GENERAL BUSINESS CERTIFICATE EXAMINATION (GBCE)

This package is for everyone who wants to pursue a career in business administration. It is also suitable for individuals who had problem/difficulty with any of their core subjects.

Entry Qualification

B.E.C.E, WASSCE/SSSCE

Certificate in Accounting/Business Studies

Subject Offered

- a. Integrated Science
- b. English Language
- c. Mathematics
- d. Office Practice
- e. Information Technology
- f. Financial Accounting/Economics

Duration: 12—18 months

4. ADVANCE BUSINESS CERTIFICATE EXAMINATION(ABCE)

This course is designed for all who want to obtain professional diploma for employment and further studies. It equips you with general business administrative skills to enable you effectively establish and run your own business.

It also presents students the opportunity of being enrolled at level 200 of most universities applied to.