

SHORT COURSES CATALOGUE

1. Fundamentals of Digital Transformation

Our Digital Transformation course provides an overview of digital transformation that benefits everyone in your organization. It explains the critical factors for any organization to consider as well as steps to developing a digital transformation strategy. This course caters for organizational leaders, technology experts and the general workforce. It provides the fundamentals that are key to enlightening a 21st century employee on how to digitally transform an organization. It also takes a brief peep into latest global technological trends such as big data, machine learning and artificial intelligence.

Course duration: 15 hours (3 days)

2. Smart cities concepts

This course explores the characteristics and the challenges of smart cities, as well as the potential opportunities for a smart cities approach. This course also discusses the drivers and the essential technologies in a smart city. It explores the characteristics and the challenges of smart cities (including an overview of the Internet of Things and smart government), as well as the potential opportunities for smart cities within the urban design and urban planning fields. Course participants will learn about a number of common techniques and the most pressing concerns in smart city developments. In addition, this course will discuss the dimensions of smart government in a smart city. At the end of this course, course participants will be introduced to a number of projects related to smart city development across the world.

Course duration: 15 hours (3 days)

3. Project Management

This course's aim is to demystify the five phases of project management and empower project managers with practical exposure. Whilst the course has a bias towards software project management, the skills acquired are universal and they can be used to manage

any project. The course will look at concepts that have bedeviled most organisations such as change management, process re-engineering, project costing and scheduling.

Course duration: 15 hours (3 days)

4. Cyber security

Cyber security is the practice of defending computers, servers, mobile devices, electronic systems, networks, and data from malicious attacks. It is also known as information technology security or electronic information security. This course is offered in conjunction with the department of Information Security & Assurance. It seeks to empower ICT Officers to secure and protect their data, network and infrastructure. The course is also suitable for all employees from top-level managers to general workforce.

Course duration: 15 hours (3 days)

5. Website Development & Content Management

Content management (CM) is the process for collection, delivery, retrieval, governance and overall management of information in any format. The term is typically used in reference to administration of the digital content lifecycle, from creation to permanent storage or deletion. Content management is tantamount to website management. Websites are key drivers in effective service provision; as such, we believe every local authority should have one that is managed within the organization. Therefore, this course seeks to impart the necessary skills for ICT officers so that they manage their websites and social media pages. This course is a practical course, which entail hands-on training.

Course duration: 15 hours (3 days)

6. Data analytics using Power BI

Data Analytics refers to the techniques used to analyze data to enhance productivity and business gain. Data is extracted from various sources and is cleaned and categorized to analyze various behavioral patterns. This course is best suited for everyone who deals with data. It covers fundamental aspects of big data, data mining and machine learning. PowerBI is a Data Analysis Solution owned by Microsoft which has taken the corporate and nonprofit organisational space by storm. Organisations like the CDC and some UN subunits have since adopted PowerBI as their reporting tool of choice. Large corporates have now joined the trend and are using PowerBI. This course is a practical course, which entail hands-on training.

Course duration: 25 hours (5 days)

7. Basic computer training & Microsoft Office Suite

This course provides basic computer training. It is an elementary course for anyone who uses computers on a daily basis. It is designed to build the critical digital skills of the modern workplace. The course also includes ICDL content, which is a tiered programme that will help employees with effective use of technology. It starts with the Essential Skills modules that look at online usage and computer application essentials. The Office Applications modules develop skills that are commonly used in working life. Complementing these skills are the Good Practice modules, which ensure safe, legal and productive use of technology in the workplace. There is no limit to who can come for this course.

Course duration: 25 hours (5 days)

8. Systems administration & Networking

This course combines two aspects of system management – system administration and network management. System administration focuses on imparting practical skills to manage one or more systems, be they software, hardware, servers or workstations. Its goal is ensuring the systems are running efficiently and effectively. Network management dwells on training Officers to maintain network infrastructure such as switches and routers, and diagnoses problems with these or with the behavior of network-attached computers. This course is a practical course, which entails hands-on training.

Course duration: 15 hours (3 days)

9. Database administration

Data is the new gold. Data storage is central to all businesses especially local authorities. Demand is booming for database professionals in the allied fields of information security and assurance. This course aims to empower Database Administrators in carrying out their tasks. A database administrator is the professional in charge of all functions involved in database development, storage, security and retrieval. They work with database management systems software and determine ways to organize and store data. This course is hands-on which trains DBs to develop, install, test, troubleshoot and safeguard the massive data systems inside corporations that store information. The course is offered in partnership with some leading companies which are partners with international database providers such as Oracle and MS SQL Server. This course is a practical course, which entails hands-on training.

Course duration: 15 hours (3 days)