

# NEEDS PROGRAMM

SN	MODULES	DURATION	FEES (FCFA)	FOREIGN RATE (FCFA)
1	Operating System (Win 8, Win 10, Win 11)	1 Month	15,000	25,000
2	Microsoft Word I (Basic)	1 Month 2 Wks	20,000	30,000
3	Microsoft Excel 2007/2010	1 Month 2 Wks	25,000	40,000
4	Internet & WWW	1 Month	15,000	25,000
5	Microsoft Word II (Advanced)	1 Month	15,000	25,000
6	Microsoft Publisher	1 Month	15,000	25,000
7	Microsoft PowerPoint	1 Month	15,000	25,000
8	Microsoft Outlook	1 Month	20,000	35,000
9	Picture Manager and 3D Paint	1 Month	15,000	25,000
10	Microsoft Access I (Basic)	2 Months	25,000	40,000
11	Microsoft Access II (Advanced)	2 Months	30,000	50,000
12	Corel Draw I (Basic)	2 Months	40,000	60,000
13	Corel Draw II (Advanced)	2 Months	40,000	60,000
14	HTML	1 Month	75,000	125,000
15	CSS	1 Month	75,000	125,000

SN	MODULES	DURATION	FEES (FCFA)	FOREIGN RATE (FCFA)
16	JavaScript	1 Month	150,000	225,000
17	Adobe Illustrator	2 Months	40,000	60,000
18	Adobe Premier (Video Editing)	2 Months	80,000	110,000
19	Printer Technology and Photocopier	2 Months	90,000	130,000
20	Laptop Technology	3 Months	100,000	140,000
21	Excel for Accountants	2 Months	30,000	50,000
22	Office Administration	1 Month 2Wks	50,000	80,000
23	Business Correspondence	1 Month 2Wks	40,000	60,000
24	Record Management & Filing	1 Month	30,000	50,000
25	Bookkeeping	2 Months	50,000	80,000
26	OHADA Accounting Theory	2 Months	70,000	100,000
27	Cost and Management Accounting	2 Months	70,000	100,000
28	QuickBooks Accounting Software	2 Months	60,000	90,000
29	Peachtree Accounting Software	2 Months	60,000	90,000
30	Accounting 100 (Sage Sarri) Software	2 Months	60,000	90,000



FULL - TIME PART - TIME **FAST TRACK SPECIAL NEEDS** 

> TRAINING PROGRAMS 0

- **COMPUTER TRAINING**
- **CYBER SECURITY**
- **BUSINESS STUDIES**
- HARDWARE / NETWORKING
- **WEB DESIGN & PROGRAMING**

# Why Us?

- Time for you to take right decision
- Fast with us
- Hands on practicals
- Flexibility and convenience
- We give you what you need.



**T- Junction Bamenda** 673 525 055 / 699 701 615 Email: info@lauratebusinesscollege.con Website: www.lauratebusinesscollege.com For admissions: admissions@lauratebusinesscollege.com Seeing The Future First

# LAURATE INESS COLLEGE INISTRY OF EMPLOYMENT AND VOCATIONAL TRAINING Decison No. 00008/MINEFOP/SG/DFOP/SDGSF/SACD

# **Above Express Union Building**

# **A PROFESSIONAL INSTITUTION FOR ALL**

# ILL TIME / PARTIME

### **COMPUTER STUDIES**

3 Months (CS3M) PART TIME	6 Months (CS6M) PART TIME	9 Months (CS6M) PART TIME
<ol> <li>Operating System</li> <li>MS Word I</li> <li>MS Excel</li> </ol>	All of 3 Months + 4. Internet and WWW 5. MS Word II 6. Picture Manager 7. Paint 8. Microsoft Publisher	All of 6 Months + 9. Adobe InDesign 10. MS PowerPoint 11. MS Access
Tuition: 45,000 FCFA Foreign Rate: 65,000 FCFA	Tuition: 75,000 FCFA Foreign Rate: 105,000 FCFA	Tuition: 105,000 FCFA Foreign Rate: 125,000 FCFA

### SECRETARIAL DUTIES

#### 6 Months (SD6M) 9 Mo PART TIME I. Operating System All of 6 m 2. Microsoft Word I 12. Adob 3. Microsoft Word II 13. Micros 4. Microsoft Excel 14. Office 5. Microsoft Publisher 15. Busin 6. Internet & WWW 7. Picture Manager 8. Paint 9. Office Administration I 10. Business Correspondence I

Tuition:

Foreign

**A**+

CERTIFIED

II. Record Management & Filing

125.000 FCFA Tuition: Foreign Rate: 155,000 FCFA

# **ACCOUNTING SECRETARYSHIP**

onths (SD9M) <sup>:</sup> ULL TIME	6 Months (AS6M) PART TIME	9 Months (AS9M) FULL TIME				
nonths + be InDesign osoft PowerPoint	<ol> <li>Operating System</li> <li>Microsoft Word I</li> <li>Microsoft Word II</li> <li>Microsoft Excel</li> <li>Microsoft Publisher</li> <li>Internet &amp; WWW</li> <li>Office Administration I</li> <li>Business Correspondence I</li> <li>Record Management and Filing</li> </ol>	All of 6 months + 13. Microsoft PowerPoint 14. Adobe InDesign 15. Office Administration II				
e Administration II ness Correspondence II		16. Business Correspondence II 17. Book Keeping II				
	10. Book Keeping I 11. Picture Manager 12. Paint	A man				
175,000 FCFA Rate: 225,000 FCFA	Tuition: 155,000 FCFA Foreign Rate: 205,000 FCFA	Tuition: 205,000 FCFA Foreign Rate: 255,000 FCFA				
TTDACK COMPLITED						

# FAST TRACK COMPUTER **COURSE DURATION 3 - 6 MONTHS**

### CompTIA A+ CORE I

- I. Mobile divices
- 2. Networking
- 3. Hardware
- 4. Virtualization & Cloud Computing
- 5. Hardware & Network Troubleshooting

#### Course Fees: 205.000Frs Foreign Rate: 255.000Frs

### CompTIA A+ CORE 2

#### Prerequisite: CompTIA A+ CORE I

- I. Operating System
- 2. Security
- 3. Software Troubleshooting
- 4. Operational Procedures



# CompTIA NETWORK +

Prerequisite: CompTIA A+ Fee: 100.000Frs

- I. Networking Fundamentals
- 2. Network Implementation
- 3. Network Operation
- 4. Network Security
- 5. Network Troubleshooting

#### Course Fees: 205.000Frs Foreign Rate: 255.000Frs

# **CYBER SECURITY / ETHICAL HACKING**

**Prerequisite:** Hardware & Networking

- Knowledge Fee: 100.000Frs
- I. Reconnaisance
- 2. Gaining Access 3. Enumeration
- 4. Maintaining Access
- 5. Covering your Track

Course Fees: 205.000Frs Foreign Rate: 255.000Frs

## CompTIA SECURITY +

**Prerequisite:** Hardware & Network Fund Fee: 100.000Frs

- I. Attacks, Threats & Vulnerabilities
- 2. Architecture & Design
- 3. Implementation
- 4. Operations & Incident Response 5. Governance, Risk, & Compliance

Course Fees: 205.000Frs Foreign Rate: 255.000Frs

### CISCO (CCNA Routing & Switching)

Prerequisite: Hardware Knowledge

- Fee: 100.000Frs . Network Fundamentals
- 2. Network Access
- 3. IP Connectivity 4. IP Services
- 5. Security Fundamentals
- 6. Automation & Programability

Course Fees: 355.000Frs

Foreign Rate: 455.000Frs

### DATA BASE MANAGEMENT WINDOWS SERVER ADMINISTRATION

# Prerequisite: Hardware & Networking knowledge

- Fee: 100.000Frs. I. Active Directory
- 2. Group Policy
- 3. Domain Name Service (DNS)
- 4. Dynamic Host Conf. (DHCP)
- 5. Storage Backup
- Course Fees: 205.000Frs
- Foreign Rate: 255.000Frs

#### Prerequisite: MS Word, MS Excel, OS Fee: 50.000Frs

### I. Database Management System 2. Microsoft Access 3. SQL / MSSQL (Structural Query Language)

4. MYSQL or Oracle

Course Fees: 205.000Frs Foreign Rate: 255.000Frs

# **FAST TRACK BUSINNES FAST TRACK COURSE DURATION 3 - 6 MONTHS**

# DIGITAL MARKETING

- Prerequisite: Advanced Level
- I. Content Marketing
- 2. Search Engine Marketing & Optimization
- 3. Social Media Marketing & Advertisement
- 4. Email Marketing
- 5. Marketing Automation
- 6. Analytics

1. Principles of Accounting

Course Fees: 255.000Frs Foreign Rate: 305.000Frs

### **BUSINESS MANAGEMENT AND ADM.**

4. Project Planning

### **ACCOUTING FOR MICROFINANCE & SME's**

- Prerequisite: Advanced Level
  - I. Management 2. Financial Management
    - 3. Entrepreneurship

I. Accounting

2. Banking

- 2. OHADA Accounting 3. Cost and Management Accounting 4. Microsoft Office Excel
- 4. Financial Accounting for Microfinance & SME's
- 5. Accounting for Specific Operations
- 6. Taxation

# Course Fees: 255.000Frs Foreign Rate: 305.000Frs

## **HUMAN RESOURCE MANAGEMENT**

#### **Prerequisite:** Advanced Level

- I. Management Basics
- 2. Professional Mgt & Administration
  - 3. Payroll system
  - 4. Time management
  - 5. MS Office Excel for HR Managers

Course Fees: 255.000Frs

Foreign Rate: 305.000Frs

- 2. Ouick Books 3. Sage Saari
  - 4. MS Office Excel

I. Peachtree

- 5. MS Office Access
  - Foreign Rate:

