



Discover yourself from here

AUCC 5-DAY PROFESSIONAL CERTIFICATE SHORT COURSES

Enrollment Form 2009

NAME: (DR/MR/ MISS /MS/ MRS) _____
Last First Middle

PROVIDE NAMES FOR ADDITIONAL STAFF:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

COMPANY NAME: _____

POSTAL ADDRESS: _____

TEL: _____ **FAX:** _____

EMAIL: _____

COURSE FEE: GhC150.00 per course per person

NO. OF PERSONS ENROLLING: _____ **NO. OF COURSES ENROLLED IN:** _____ **TOTAL AMOUNT DUE: GHC** _____

PAYMENT MADE BY: (Tick (v) as appropriate)

CASH **CHEQUE** **OTHER** **RECEIPT NUMBER:** _____ **DATE:** _____

PAYMENT: An invoice shall be issued on receipt of the enrollment form and payment of course fees. Payment is required prior to the commencement of the course. You may pay by cheque made payable to the African University College of Communications and crossed, or by cash at the University's Accounts Office. Payment by direct bank transfers may be made by arrangement directly with AUCC.

TERMS AND CONDITIONS: a) Course dates may change subject to demand. All courses shall run subject to the number of enrollees. AUCC will use its best endeavours to provide the courses enrolled in. However, cancellation by AUCC for whatever reasons will give rise to no obligation or liability other than the prompt return of fees paid, or the issuance of credit/cheque in lieu. AUCC shall not be responsible for contingent travel, accommodation, text books, exercise books or other expenses of course enrollees arising from cancellation, enrollment or other reasons. b) Acceptance of your enrollment on 5-Day Professional Short Courses does not constitute admission into the University as a bona fide student of the African University College of Communications, Ghana.

I/We confirm and accept the terms and conditions of the African University College of Communications, Accra, Ghana, as set out above, in making this enrollment.

SIGNED: _____ **DATE:** _____

NAME: _____ **POSITION:** _____

In the case of multiple enrollment by staff of an organization, etc. the Chief Executive Officer may sign for.

Please turn over



PLEASE INDICATE YOUR CHOICE OF 2009 COURSE(S) HERE:

COURSE TITLE	DURATION	TICK:	COMMENTS:
1. Events Management	March 16 – 20	<input type="checkbox"/>	
2. Media Relations	March 23-27	<input type="checkbox"/>	
3. Public Speaking and Presentation	April 6 – 10	<input type="checkbox"/>	
4. Effective Management Skills	April 13 – 17	<input type="checkbox"/>	
5. Introduction to Marketing and Sales Skills	April 20 – 24	<input type="checkbox"/>	
6. Communication Skills	May 4 -8	<input type="checkbox"/>	
7. Effective Customer Service	May 11 – 15	<input type="checkbox"/>	
8. Introduction to Business Communications	May 18 – 22	<input type="checkbox"/>	
9. Public Affairs Practice	May 25 – 29	<input type="checkbox"/>	
10. Effective Writing Skills for PR	June 1 – 5	<input type="checkbox"/>	
11. Creativity in Public Relations & Advertising	June 6 – 12	<input type="checkbox"/>	
12. Risk Issues and Crisis Management	June 15 – 19	<input type="checkbox"/>	
13. Public Relations Strategy	June 22 – 26	<input type="checkbox"/>	
14. Planning and Managing PR Campaigns	July 6 – 10	<input type="checkbox"/>	
15. Running a PR Department	July 13 – 17	<input type="checkbox"/>	
16. Managing Activism	July 20 – 24	<input type="checkbox"/>	
17. Disaster Management	July 27 – 31	<input type="checkbox"/>	