

**NEWS FLASH! NEWS FLASH! NEWS FLASH!**

# **GHANA INSTITUTE OF LANGUAGES**

**ADMISSIONS! ADMISSIONS! ADMISSIONS!**

## **1. The School of Languages**

- a) The School of Languages is organizing special intensive courses at the Beginner, Intermediate and Advanced levels in English and French.

Prior knowledge of the chosen languages is not an entry requirement but prospective candidates must be able to read and write.

Certificates will be awarded at the end of the course.

**COURSE DURATION** : 14 Weeks

**VENUE** Adabraka Campus (**Accra City Campus Building, off Barnes Road**)

### **TIME SCHEDULE**

**MORNING SESSION** : 9.00AM – 12Noon

**AFTERNOON** : 1.00PM – 4.00PM

The first session begins on **May 16, 2011. (English & French)**

Admission forms are obtainable on both campuses.

Short courses for Arabic, German, Portuguese, Russian and Spanish will begin in September, 2011.

## **b) Intensive Course in MANDARIN CHINESE**

- Level 1
- Special Classes also for **BUSINESSMEN/WOMEN**

Duration: **June – August, 2011**

Lecturer: **A Native Speaker**

**CHINESE IS GOOD FOR YOU!!!**

**RUSH TO REGISTER NOW!!!**

**HUANYING!!! YOU ARE WELCOME**

Venue: **East Legon Campus**

## 2. SCHOOL OF BILINGUAL SECRETARYSHIP (Evenings and Weekend Courses)

- a) The School of Bilingual Secretaryship is organizing Certificate courses which will eventually lead you to the main HND course in Bilingual Secretaryship.
- b) HND in Bilingual Secretaryship which will run over a period of six (6) semesters.
- c) One Year HND Programme in Bilingual Secretaryship.
- d) One Year HND Secretarial Programme.

### ENTRY QUALIFICATIONS

#### a) **Certificate in Bilingual Secretaryship (CBS) and Advanced Certificate in Bilingual Secretaryship (ACBS)**

- i) Holders of SSS including French and English/Baccalaureate or its equivalent.
- ii) GIL Proficiency Certificate in English/French.
- iii) Stenography Secretaries with SSS French or its equivalent.

#### b) **HND Programme in Bilingual Secretaryship**

- I) SHS Certificate with pass in English, French, Mathematics and any other three (3) subjects.
- II) G. C. E. "O" Level/West Africa School Certificate with credits in five (5) subjects including English, French and Mathematics,
- III) G.C.E. 'A' Level passes Including English and French.
- IV) Baccalaureat Series A or its equivalent.
- V) HND Secretaryship and Management plus a pass in SSS French or its equivalent.
- VI) GIL Advanced Certificate in BS.

#### c) **One Year HND Programme IN Bilingual Secretaryship**

- i) Degree Holders with French.
- ii) Degree Holders with French Proficiency.

#### d) **One Year HND Secretarial Programme**

- i) Degree Holders in any discipline.

#### **The above Programmes will be run as follows:**

<b>First Session</b>	:	12 <sup>th</sup> Sept. 2011 – 17 <sup>th</sup> Dec. 2011
<b>Second Session</b>	:	16 <sup>th</sup> Jan. 2012 – 13 <sup>th</sup> April, 2012
<b>Third Session</b>	:	20 <sup>th</sup> April, 2012 – 29 <sup>th</sup> June, 2012
<b>Weekdays</b>	:	5.00pm – 8.00pm
<b>Weekends (Saturdays)</b>	:	9.00am – 3.00pm
<b>Venue</b>	:	East Legon Campus

**BREAKING BARRIERS THROUGH LANGUAGES!**