



INSTITUTE OF PRACTICAL TECHNOLOGY

2019 PROSPECTUS

Our Vision:

- 🏆 A leading institution of practical learning offering impeccable education and hands-on professional training

Our Mission:

- 🏆 To develop highly qualified and committed students and professionals who will become change agents in today's technological world
- 🏆 To equip students and professionals with hands-on practical training and development

Our Core Values:

- 🏆 Professional Service
- 🏆 Efficiency
- 🏆 Integrity
- 🏆 Innovation
- 🏆 Nation Building

Teaching Strategies:

- 🏆 Theory Lessons
- 🏆 Site Visits
- 🏆 Demonstrations
- 🏆 Project and Practical Training

A BRIEF HISTORY OF THE SCHOOL

The Institute of Practical Technology is a brainchild of Opanyin Kweku Obuobi, an estate developer and a businessman for that matter, an individual with an eye for practical training. The school was fully established in March 2019 as an institution providing in technical and vocational training to students and individuals from all walks of life. The school was duly inaugurated on the 16th of July, 2019 to start operations as a practical training school for fashion designers, electrical engineering technicians, radio and television presenters, leather shoemakers, land surveyors, architects among others.

WELCOME TO A LIFE TRANSFORMING JOURNEY OF PRACTICAL EXPERIENCE

A very warm welcome to the Institute of Practical Technology. We are extremely delighted for making the best choice in your academic and professional ladder. Over the past few years, the Institute has sat up to assess the higher learning institute that emphasize on delivering the practical component of education here in Ghana and the sub-region for that matter. The conclusion has been that there is a short fall in fusing practical skills with face-to-face teaching. We believe that teaching and learning should not be so abstract rather so practical and easy to grasp.

At the Institute of Practical Technology, we have a reputation for excellence where great minds in most professions have been carefully selected to offer the best of practical tuition and other deliverables in Certificate programmes. Our approach to training is second to none bringing you a world class experience right here on our state-of-the-art campus located on the Pokuase ACP-Kwabanya road.

Within this prospectus, you will find the course details for Certificate programmes. Our certificates are recognized here in Ghana and the world over. If you have any questions as you read through this prospectus, please do well to reach us any day any time as we are just a phone call 0302950920/0302950921 or email away or log on to us our website: www.iptghana.net

You are warmly welcome into our school and also thank you for seeing the need to come to not just any other school but the very best.....**INSTITUTE OF PRACTICAL TECHNOLOGY.**






Principal,
Institute of Practical Technology.

WHY CHOOSE IPT OVER THE REST

The Institute of Practical Technology is your best bet for practical hands-on training in many professional circles in acquiring a

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certificate or a degree. Here are some reasons why IPT stands the tallest and benefits prospective students would derive.

-  Practical learning environment with the requisite tools and equipment
-  Completion of courses on time
-  Attachment on completion with industry players in and around your location
-  Very flexible and affordable fees to suite all manners of persons
-  Choose the lecture time (Moring, Evening and Weekend) that best suits you

COURSES ON OFFER:

The Institute currently runs Certificate and Technical Diploma courses.

Certificate Courses include the following:

🏆 Information Technology	[6 months]
	[12 months]
🏆 Graphic Design	[6 months]
	[12 months]
🏆 Catering/Decoration	[6 months]
	[12 months]
	[24 months]
🏆 Radio and Television Presentation	[3 months]
	[12 months]
🏆 Advanced Fashion	[6 months]
	[24 months]
🏆 Electrical Engineering	[6 months]
	[12 months]
	[24 months]
🏆 Architectural Draughtsmanship in AutoCAD	[12 months]
	[24 months]
🏆 Radio, Television and Electronics Part II or III	[12 months]
	[24 months]
🏆 Construction Technician Part II or III	[12 months]
	[24 months]
🏆 Auto Mechanic Engineering Part II or III	[6-12 months]
	[24 months]
🏆 Leather Technology	[24 months]

Target Audience:

- 🏆 Senior High School/Technical students
- 🏆 NVTI students
- 🏆 Polytechnic students
- 🏆 Technical University students
- 🏆 Non-Technical University students
- 🏆 Masters/Madams in various professions who need certification
- 🏆 Trainees in various professions who need to upgrade

CERTIFICATE IN LAND SURVEYING



This course has been developed to meet the increased demand for qualified land surveying personnel in Ghana and beyond. The purpose of the course is to equip the trainees or professionals with knowledge, skills and attitudes required to enable them carry

out basic land surveying activities to acceptable standards in their country of origin.

The course uses both basic and high precision instruments and produces raw data within the required accuracy and precision. This is the information which would later be used by design engineers for production of design plans and specifications.

On completion of Programme, the students/professionals should be able to:

- 🔧 Apply Basic Land Surveying Principles
- 🔧 Apply Measuring techniques for different types of surveying works
- 🔧 Use ICT Surveying Software
- 🔧 Operate Surveying Equipment
- 🔧 Adhere Occupational Safety and Healthy Environment in Surveying
- 🔧 Demonstrate efficient Communications Skills
- 🔧 Demonstrate entrepreneurship skills to manage a business enterprise

Programme Structure

- 🔧 For a twenty-four (24) months course, it would comprise four semesters in all. The course content contains theory and practical sessions as well as attachment with a reputable firm in Ghana or outside Ghana. Award of certificate is subject to passing both practical and theory based examinations.

Course Requirements (To be provided by applicants):

- ✓ Safety Helmets

- ✓ Pair of Boots
- ✓ Reflector jackets
- ✓ Survey Scale
- ✓ Laptop
- ✓ Tape Measure

CERTIFICATE IN CONSTRUCTION TECHNICIAN



The aim of the course is to equip the students/professionals with knowledge, skills and attitudes required in supervising building construction operations.

Programme Outcomes

On completion of the programme the trainee will be able to:

- 🔧 Apply fundamentals of Building construction

- 🔧 Effective and efficiently manage building construction resources.
- 🔧 Apply Computer skills
- 🔧 Communicate effectively and efficiently with others on the job
- 🔧 Apply Entrepreneurial skills to one's profession
- 🔧 Supervise building construction works on site
- 🔧 Interpret Building Construction drawings
- 🔧 Do proper building materials estimate for clients

Programme Structure

- 🔧 For a twelve (12) months course, it would comprise two semesters of theory and practical based sessions. Attachment with a reputable firm in Ghana or outside Ghana is guaranteed. Award of certificate is subject to passing both practical and theory based examinations conducted by the **Technical Examinations Unit**.
- 🔧 For a twenty (24) months course, it would comprise four semesters of theory and practical sessions. Attachment with a reputable firm in Ghana or outside Ghana is a surety. Award of Technical Diploma is subject to passing both practical and theory based examinations conducted by the **Technical Examinations Unit**. Candidates should have previously passed Part I and II.

NB: For the Building Construction course, students may be opened up to the following:

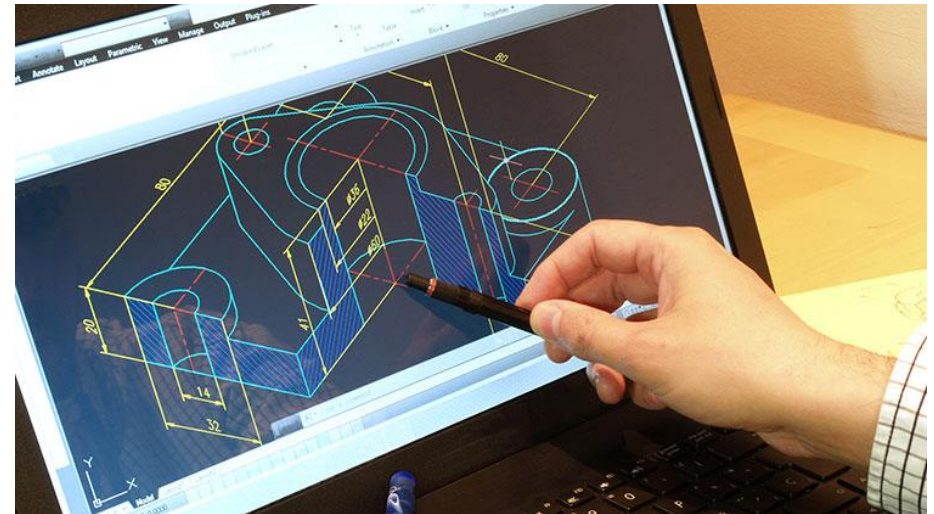
- ✓ Tiling
- ✓ Steel bending
- ✓ Plumbing

- ✓ Plastering and Block Laying

Course Requirements (To be provided by applicants):

- Safety Helmet
- Pair of Boots
- Trowel
- Measuring Tape
- Spirit Level
- A pair of gloves

CERTIFICATE IN ARCHITECTURAL DRAUGHTSMANSHIP IN AUTOCAD:



In the past, draughtsmanship was performed by hand on a drawing board, however, computers have come in to make life much easier for everyone. In this regard, the course is designed to teach the students/trainees/professionals how to operate

various CAD software applications and focus on architectural drawing of building plans. It will skill the learner to draught via CAD software, the technical drawings of building structures and the complete presentation and construction drawings for submission to clients in a more picturesque manner.

On completion of the course, students/trainees/professionals should be able to:

- Provide detailed drawings of architectural designs and plans for buildings and structures according to specifications provided by clients
- Analyze and improve on one's architectural drawing skills in a fast changing world

Programme Structure:

- For a twelve (12) months course, it would comprise four (4) months of theory, six (6) months practical sessions and two (2) months of attachment with a reputable architectural firm in Ghana
- For a twenty (24) months course, it would comprise eight (8) months of theory, ten (10) months practical sessions and six (6) months attachment with a reputable architectural firm in Ghana.

Course Requirements (To be provided by applicants):

- A laptop
- A reflector jacket
- A pair of safety boots

- A Site Helmet
- Pen/Pencil

CERTIFICATE IN ADVANCED FASHION



This course has been developed to meet the increasing demand for qualified advanced fashion personnel in Ghana and beyond. The purpose of the course is to equip the trainees or professionals with knowledge, skills and attitudes required to stitch, cut and design masterpiece clothes for all categories of persons and for all occasions and also become a world contender in the fashion industry in their country of origin. The course uses both basic and high precision fashion tools like industrial sowing machines, embroidery machines among others. On completion of programme, the students/professionals should be able to:

- 🏆 Apply Basic Advanced Fashion Principles
- 🏆 Apply Measuring and cutting techniques in Fashion clothing

- 🏆 Use ICT Software in Advanced Fashion to give one an edge of others
- 🏆 Operate an industrial/electronic sewing machine
- 🏆 Adhere Occupational Safety and Healthy Environment in Fashion industry
- 🏆 Demonstrate efficient Communications Skills with prospective clients
- 🏆 Demonstrate entrepreneurship skills to manage a fashion enterprise

Programme Structure

- 🏆 For a six (6) months course, it would comprise two (2) months of theory, three (3) months practical sessions and one (1) month attachment with a reputable firm in Ghana or outside Ghana.
- 🏆 For a twenty-four (24) months course, it would comprise four semesters of theory and practical sessions. Attachment with a reputable firm in Ghana or outside Ghana is a surety. Award of Certificate is subject to passing both practical and theory based examinations conducted by the **Technical Examinations Unit**.

Course Requirements (To be provided by applicants):

- ✓ A pair of cutting scissors
- ✓ Measuring Tape
- ✓ Tailor's chalk
- ✓ Drawing Book
- ✓ A pack of pencils
- ✓ Any other item(s) needed

CERTIFICATE IN CATERING AND DECORATION



This course has been designed for enthusiastic people with the passion to dish out superb dishes be it local or continental as well as decorate events and programmes with a touch of class. Students would be opened to the science of food preparation and many more

On completion of Programme, the students/professionals should be able to:

- 🏆 Apply Basic Catering/Cookery and Décor Principles
- 🏆 Know how to get appropriate licenses and permits as well as how to operate a restaurant/food joint/décor firm
- 🏆 Adhere Occupational Safety and Healthy Environment in Catering/Decoration
- 🏆 Demonstrate efficient Communications skills with prospective clients on taking orders and serving
- 🏆 Understand how to price one's services and meet deadlines when orders are made

- 🔧 Know how to move food/décor items safely from one location to another (Kitchen Logistics)
- 🔧 Demonstrate entrepreneurship skills to manage a catering/Décor business

Programme Structure

- 🔧 For a 6 months course, it would comprise two (2) months of theory, three (3) months practical sessions and one (1) month attachment with a reputable firm in Ghana or outside Ghana.
- 🔧 For a twelve (12) months course, it would comprise two semesters of theory and practical based sessions. Attachment with a reputable firm in Ghana or outside Ghana is guaranteed. Award of certificate is subject to passing both practical and theory based examinations with at least a pass mark of 60.
- 🔧 For a twenty (24) months course, it would comprise four semesters of theory and practical sessions. Attachment with a reputable firm in Ghana or outside Ghana is a surety. Award of Certificate is subject to passing both practical and theory based exams.

Course Requirements (To be provided by applicants):

- ✓ Aprons
- ✓ Footwear (preferably black)
- ✓ Staff uniform (preferably orange and white)
- ✓ Headwear and Neckerchiefs
- ✓ A set of flatwares
- ✓ Ribbons (2 colours)
- ✓ Balloons (2 colours)

- ✓ Staple gun and pins
- ✓ Push pins
- ✓ Office pins
- ✓ A pair of scissors

NB: For the Catering/Decoration course, students may be opened up to the following:

- ✓ Basic Pastry and Baking
- ✓ Advanced Culinary
- ✓ Décor

CERTIFICATE IN RADIO, TELEVISION AND ELECTRONICS TECHNICIAN



The course has been designed to provide students or trainees/professionals with a broad understanding of the

technology of the manufacture, installation, maintenance and repairs of domestic and industrial equipment. It seeks to build the level of knowledge and skills required by persons undergoing training or employed in the servicing of Radio, Television and any other electronic equipment.

Upon completion of the course, students/trainees and professionals should be able to:

- 🔧 Trace and repair radio, television and electronic gadgets
- 🔧 Replace old parts with new parts

Programme Structure:

- 🔧 For a twelve (12) months course, it would comprise two semesters of theory and practical based sessions. Attachment with a reputable firm in the area of radio, television and electronics outlet/shop in Ghana or outside Ghana is guaranteed. The applicant should have passed and being awarded a certificate in Radio, TV and Electronics Technician Part I. Award of certificate is subject to passing both practical and theory based examinations conducted by the **Technical Examinations Unit**.
- 🔧 For a twenty (24) months course, it would comprise four semesters of theory and practical sessions. Attachment with a reputable firm in Ghana or outside Ghana is a surety. Award of Certificate is subject to passing both practical and theory based examinations conducted by the **Technical Examinations Unit**.

Course Requirements (To be provided by Students/Trainees)





- ✓ Soldering wire
- ✓ Desoldering pump
- ✓ Wire Stripper Cutter
- ✓ Tool Case
- ✓ Precision Screw Driver set

CERTIFICATE IN AUTO MECHANIC ENGINEERING






This course is designed to build the knowledge and skills required by mechanics and other related professions over a wide range of applications such as diagnosing faults, recommend the best means possible to rectify faults detected and further test and analyze the performance of the vehicle thereafter repairs or modifications has been completed. Students or trainees and that matter professionals would be opened up to the skill of spraying, welding and fixing of car air condition systems as well.

Upon completion of the course, students/trainees/professionals should be able to:

-  Properly diagnose car faults and proceed with appropriate actions in fixing car faults with the appropriate tools and equipment.
-  Understand the engine dynamics of cars and how each car operates
-  Spray cars to customer specifications with a touch of professionalism.
-  Weld cars with precision and a touch of class.

Programme Structure:

-  For a six (6) months course, it would comprise two (2) months of theory, three (3) months practical sessions and one (1) month attachment with a reputable firm in Ghana or outside Ghana.
-  For a twelve (12) months course, it would comprise two semesters of theory and practical based sessions. Attachment with a reputable firm in Auto Mechanic Engineering firm in Ghana or outside Ghana is guaranteed. The applicant should have passed and being awarded a certificate in Auto Mechanic Engineering Part I. Award of certificate is subject to passing both practical and theory based examinations conducted by the **Technical Examinations Unit**.
-  For a twenty (24) months course, it would comprise four semesters of theory and practical sessions. Attachment with a reputable firm in Ghana or outside Ghana is a surety. Award of Certificate is subject to passing both practical and theory based examinations conducted by the **Technical Examinations Unit**.

For the Certificate in Auto Mechanic Engineering, students may be opened to the following options:

- ✓ Spraying
- ✓ Mechanics
- ✓ Welding
- ✓ Car Air Condition
- ✓ Auto Electrician

Course requirements (To be provided by students/trainees)

- ✓ Spanner
- ✓ Screw drivers
- ✓ Plier
- ✓ Overall Coat
- ✓ Safety Boot
- ✓ Helmet

CERTIFICATE IN INFORMATION TECHNOLOGY



This course is tailor made for individuals who would want to be abreast with current trends in the area of information technology thus introduction to computing, basic computer application software and its usage (MS Word, Excel, Power Point among others), web design and development.

Upon completion of the programme, students should be able to:

- 🔥 Be conversant with computer applications such as Microsoft Office (MS Word, Excel, Power Point, Publisher among others).
- 🔥 Be proficient in web development and design to suit modern demands in organizations.
- 🔥 Gain a comprehensive appreciation of the IT field in order to complement their professional studies and be equipped with problem solving skills.

Programme Structure:

- 🔥 For a six (6) months course, it would comprise theory, and practical sessions and one (1) month attachment with a reputable firm in Ghana or outside Ghana.
- 🔥 For a twelve (12) months course, it would comprise two semesters of theory and practical based sessions. Attachment with a reputable IT firm in Ghana or outside Ghana is guaranteed.

Course requirements (To be provided by applicants):

- ✓ A laptop
- ✓ A pen drive
- ✓ Any other item specified

CERTIFICATE IN GRAPHIC DESIGN



The programme is designed to give students conceptual understanding of tools, techniques and methods used in a

multimedia environment humans find themselves in. It affords one the chance to augment imageries and construct fascinating illustrations and also produce charming and interactive interfaces by using a combination of texts and graphics with the help of Adobe Illustrator, Adobe Photoshop, Corel Draw and other creative softwares as one prepares a new adventure in graphic design.

Upon complete of the course, students should be able to:

- 🏆 Create and appreciate properly composed, well balanced designs for clients.
- 🏆 Effectively use the visual elements in a composition and apply the principles of design for creative and effective artwork.
- 🏆 Communicate their ideas effectively in print and electronic media
- 🏆 Develop self-discipline, make budgets and to meet deadlines/production schedules

Programme Structure:

- 🏆 For a twelve (12) months course, it would comprise two semesters of theory and practical based sessions. Within each semester, written and practical exams would be conducted and certificate awarded when candidate satisfies all course requirements. Attachment with a reputable estate and property management firm in Ghana is guaranteed.

Course requirements (To be provided by students/trainees)

- A Laptop
- A Pen Drive/External Hard Drive
- Top-end Smart Phone

CERTIFICATE IN LEATHER TECHNOLOGY



The programme is developed to equip students with the basic skills necessary for the craft of leatherwork with a hands-on approach with advice and guidance using a variety of teaching methods such as demonstration, instructions and a one-to-one tutorial guidance. Students will learn about different types of leathers and their uses; basic hand tools used in leatherwork and what jobs they are used for to hand stitch and machine sew leather.

Upon completion of the course, students should be able to:

- 🔥 Master artisanal shoe, slippers and sandals production techniques.
- 🔥 Develop complex patterns and realize a set of shoes and accessories including finishing, detailed technical specs and specific feats.
- 🔥 Design a merchandising plan scaled to marketability, targeting and positioning objectives to optimize sales within one's own brand.

Course Requirements:

- Scissors (2)
- Pen (1 pack)
- Pencil (2 packs)
- Knife (small size) 1 pack
- Brush
- Nose Cover
- Apron
- Mathematical Set

CERTIFICATE IN RADIO AND TELEVISION PRESENTATION



The course is tailor made individuals who want to nurture their voices in the area of Radio or Television presentation. The course also affords prospective students an opportunity on how to express themselves and associate with their audience (radio/television). It opens one to the basics of radio and television presentation skills and techniques, know what constitutes radio and television presentation preparation and programming as well know how to communicate in the media, through conducting television or radio interviews. It affords one some practical training which will help them start their journey to stardom in the area of radio and television by becoming one of Ghana's very radio and television personalities.

On completion of the course, students or individuals should be able to:

- Put into practice the Basics of Radio/TV Presentation: microphone and voice techniques and being able to connect with listeners and viewers
- Translate knowledge acquired to become a top-notch radio and television host in and outside Ghana in terms of hosting shows and radio/television programming
- Know the roles and duties associated with radio/television and the choice of words to use on air.

Programme Structure:

- For a three (3) months course, it would comprise four (4) weeks of theory, four (4) weeks practical sessions and one (1) month attachment with a reputable radio/television station in Ghana.
- For a twelve (12) months course, it would comprise three (3) months of theory, eight (6) months of practical sessions and three (3) months attachment with a reputable radio/television Ghana.

Course Requirements (to be provided by students)

- Headphones
- Pen drive
- Smart phone

IPT CODE OF ETHICS AND CONDUCT FOR STUDENTS

All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct.

- All students must attend lectures regularly and must complete his/her studies in the Institute within the stipulated time of programme.
- All students must uphold academic integrity, respect all persons (including lecturers) and their rights and property and safety of others.
- All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the Institute's interests and reputation substantially.
- Students must avoid any act of discrimination (physical or verbal conduct) based on an individual's gender or religious beliefs, colour, region, language, disability, etc.
- All students must desist from destroying Institute's property or property of other students and/or faculty members.
- Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute's authorities.
- Students are expected to use the social media carefully and responsibly.

DISCIPLINARY ACTIONS TAKEN BASED ON MISCONDUCT

- Warning
- Expulsion
- Monetary Penalty
- Restrictions
- Suspension

INAUGURATION OF IPT IN PICTURES



Hon. Moses Anim, MP for Trobu at the Inauguration of IPT



A section of the public at the Inauguration



Mr. Samuel Amegayibor, Executive Secretary, GREDA at the Inauguration



Mr. Alberta Dwumfour, MD of Atinka Media Village (in suit) and the Chief of Kwabenya Musuka and his entourage at the Inauguration Ceremony



A section of Dignitaries at the Inauguration of IPT



A view of some equipment of IPT displayed at the Inauguration



Television Studio of IPT



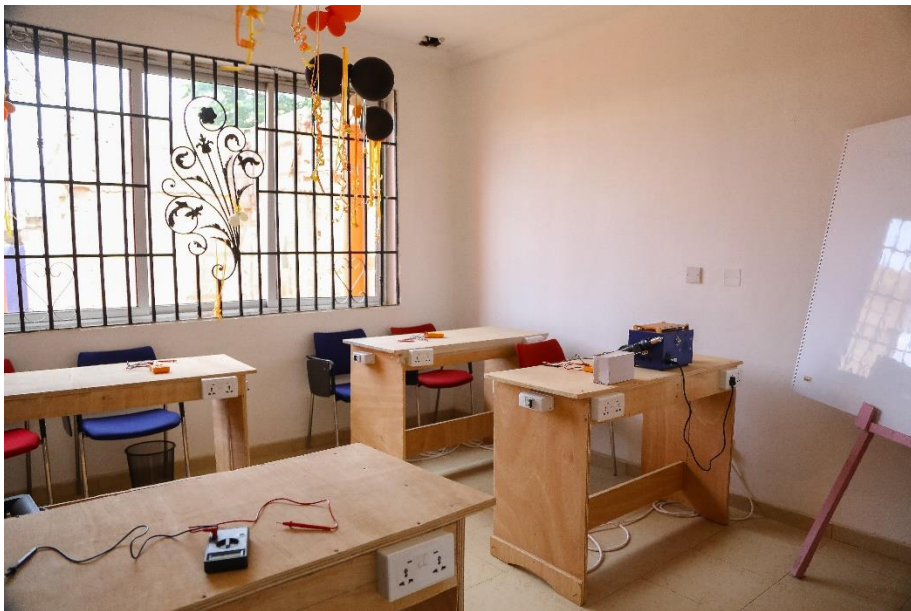
Radio Studio of IPT for practicals



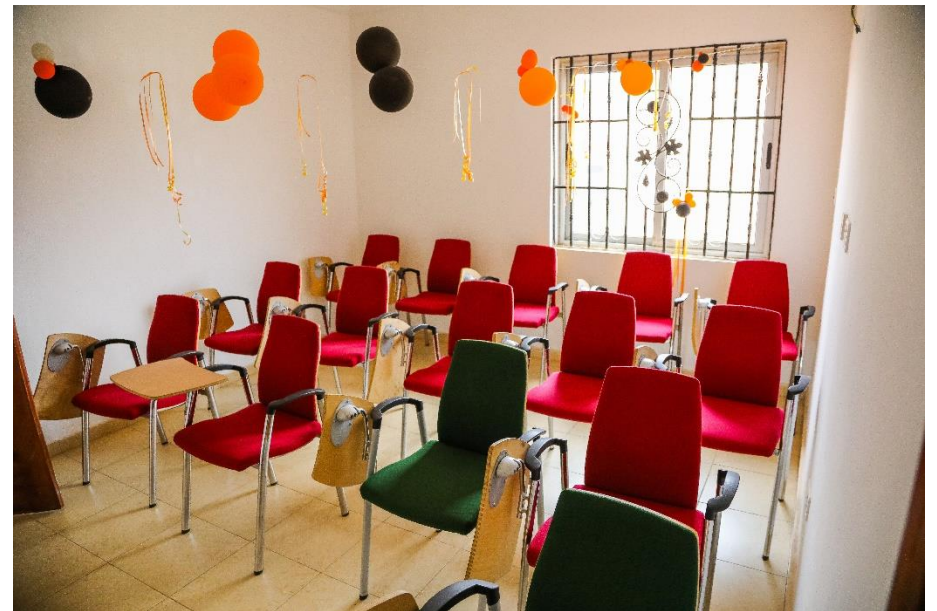
Advanced Fashion Lecture Hall of IPT



Catering and Decor Practical Room of IPT



Radio, TV and Electronics Lecture Room at IPT



A view of Lecture Rooms at IPT