



# COMPUTR INFORMATION MANAGEMENT STUDIES DEPARTMENT (CIMSD)



## SUMMARY

### REGULAR PROGRAMMES

S/N	TITLE	DATE	COURSE FEES
1.	Electronic Records Management Course	<i>July, 6th – 18th, 2025</i>	₦470,000.00
2.	Database Management Course	<i>August, 3rd – 15th, 2025</i>	₦470,000.00
3.	Management Information System Course	<i>October, 12th – 24th , 2025</i>	₦470,000.00
4.	Use of Computer for Financial Management Course	<i>November, 9th – 21st , 2025</i>	₦470,000.00

### WORKSHOPS

S/N	TITLE	DATE	COURSE FEES
1.	ICT Application to Secretarial Functions	1st Run: <i>May, 5th – 9th, 2025</i> 2nd Run: <i>Dec., 1st – 5th, 2025</i>	₦295,000.00
2.	ICT Application to Registry Functions	1st Run: <i>May, 12th – 16th, 2025</i> 2nd Run: <i>Dec., 8th – 12th , 2025</i>	₦295,000.00
3.	ICT Application to Records Management	1st Run: <i>May, 19th – 23rd , 2025</i> 2nd Run: <i>Nov., 3rd – 7th ,2025</i>	₦295,000.00
4.	Data Processing and Analysis Using SPSS	1st Run: <i>June, 2nd – 6th, 2025</i> 2nd Run: <i>Nov., 10th – 14th , 2025</i>	₦295,000.00
5.	Financial Data Analysis Using Microsoft Excel	1st Run: <i>Sept. 15th – 19th , 2025</i>	₦295,000.00
6.	ICT Application to Project Management	1st Run: <i>May, 26th – 30th, 2025</i> 2nd Run: <i>Nov., 17th – 21st, 2025</i>	₦295,000.00
7.	ICT-Based Presentation Skills and Techniques	<i>Sept., 8th – 12th, 2025</i>	₦295,000.00
8.	Digital Records Security Workshop	1st Run: <i>June, 16th – 20th, 2025</i> 2nd Run: <i>Oct., 27th – 31st, 2025</i>	₦295,000.00
9.	ICT Communication Tools in the Digital Era	1st Run: <i>June, 23rd – 27th, 2025</i> 2nd Run: <i>Oct., 20th – 24th, 2025</i>	₦295,000.00
10.	Digital Transformation Strategy for Executives	<i>October, 13th – 17th , 2025</i>	₦295,000.00
11.	Basic ICT Skills Development Workshop	1st Run: <i>July, 7th – 11th, 2025</i> 2nd Run: <i>Sept., 22nd – 26th, 2025</i> 3rd Run: <i>Nov., 24th – 28th, 2025</i>	₦295,000.00
12.	Facilities Maintenance Management Workshop	<i>July, 28th – August, 1st, 2025</i>	₦295,000.00



## CERTIFICATE PROGRAMMES

S/N	TITLE	DATE	COURSE FEES
1.	Certificate in Database Administration and Management	June, 2nd – November, 14th, 2025	₦925,900.00
2.	Certificate in Electronic Data Processing	Sept., 8th – Nov., 28th, 2025	₦650,000.00

## REGULAR PROGRAMMES

### 1. DATABASE MANAGEMENT COURSE (CIMSD 602)

#### Learning Objective:

The learning objectives of this course among others are; to equip participants with the knowledge and skills required to Design Tools for Capturing, Storing, Retrieving and Protecting Data using the computer.

#### COURSE BENEFIT:

It is hoped that participants will be able to design instruments for capturing data, Create Single and Multiple Tables, Create Table Relationships, Query Database, Create forms and Generate Reports in the Database.

#### WHO TO ATTEND:

The Course is designed for officers who have responsibilities for Planning, Research and Statistics, including Human Resource Managers, Records Managers, Data and Database managers, and other Users of Data in both Public and Private Sectors of the Economy.

**Date:** Aug., 3<sup>rd</sup> – 15<sup>th</sup>, 2025

**Duration:** Two (2) Weeks

**Venue:** ASCON, Topo-Badagry, Lagos State.

**Course Fees:** ₦470,000.00 per participant. (This excludes accommodation, feeding and field trip).

**Accommodation Charges:** As indicated on **page 16** of this Brochure.

Participants are **advised** to please come along with their laptops.

### 2. ELECTRONIC RECORDS MANAGEMENT COURSE (CIMSD 701)

#### LEARNING OBJECTIVE:

The learning objectives of this course among others are; to enhance the understanding, skills and attitude of participants to effectively design and analyze records management systems in Nigeria and build a strong security system using e-administration and e-management.

#### COURSE BENEFIT:

At the end of the course, participants will acquire skills for E-data digitization process, they will also be aware of Global Trends in Electronic Records Management, E-data security, Encryption System and Computer Based Personnel/Human Resource Management System.



### **WHO TO ATTEND:**

The course is designed for Record Officers, Planning, Research and Statistics officers, Personnel Officers, Officers with responsibility for the management and Maintenance of records systems in both public and private sectors of the economy.

**Date:** July, 6<sup>th</sup> – 18<sup>th</sup>, 2025

**Duration:** Two (2) Weeks

**Venue:** ASCON, Topo-Badagry, Lagos State.

**Course Fee:** ₦470,000.00 per participant. (This excludes accommodation, feeding and field trip).

**Accommodation Charges:** As indicated on **page 16** of this Brochure

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### **3. USE OF COMPUTER FOR FINANCIAL MANAGEMENT COURSE (CIMSD 613)**

#### **LEARNING OBJECTIVE:**

The broad learning objective of this course is to enhance the ability of participants in designing, preparing, monitoring, evaluating and implementing a Computer Based Financial Information System (CBFIS).

#### **COURSE BENEFIT:**

The Course benefits for participants include among others; Building Spreadsheet, Financial Calculation, creating in-built Functions, Working with Multiple Worksheets, Auditing Using Spreadsheet and Inventory Management.

#### **WHO TO ATTEND:**

The Course is designed for Planning Officers, Finance/Budgeting Officers, Inventory Managers, Research and Statistics Officers in the Public and Private sector Organizations.

**Date:** Nov., 9<sup>th</sup> – 21<sup>st</sup>, 2025

**Duration:** Two (2) Weeks

**Venue:** ASCON, Topo-Badagry, Lagos State.

**Course Fee:** ₦470,000.00 per participant (This excludes accommodation, feeding and field trip)

**Accommodation Charges:** As indicated on page 16 of this Brochure

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### **4. MANAGEMENT INFORMATION SYSTEM (CIMSD 601)**

#### **LEARNING OBJECTIVE:**

The broad learning objective of this course is to equip participants with the required knowledge to identify the information needs of an organization in the 21<sup>st</sup> Century to enable them function as result-oriented managers.



### **COURSE BENEFIT:**

The course benefits for participants include among others; Introduction to Management Information System, Decision making Techniques, Financial and Database Management Systems and Decision Support System.

### **WHO TO ATTEND:**

The Course is designed for Office Managers, Information Officers, Secretaries, Protocol Officers, Personal Assistants and Secretaries in both the public and private sectors of the economy.

**Date:** Oct., 12<sup>th</sup> – 24<sup>th</sup>, 2025

**Duration:** Two (2) weeks

**Venue:** ASCON, Topo-Badagry, Lagos State.

**Course Fee:** ₦470,000.00 per participant (This excludes accommodation, feeding and field trip)

**Accommodation Charges:** As indicated on page 16 of this Brochure

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## **WORKSHOPS**

### **1. ICT APPLICATION TO SECRETARIAL FUNCTIONS**

#### **LEARNING OBJECTIVE:**

The broad learning objective of this Workshop is to advance the capacity of participants in the use of ICT based software in carrying out their secretarial functions.

#### **KEY BENEFIT:**

To achieve the above stated objectives, the content covers among others; ICT Fundamental Concepts, Digital Word Processing Tools, Secretarial Functions in an Organization, Introduction to One Note, ICT Office Security Consciousness and Use of Internet.

#### **WHO TO ATTEND:**

The Workshop is designed for all level of Secretarial Officers and others who may want to improve their expertise in the use of computer for performing their responsibilities in both public and private sector organizations.

**Date:** 1<sup>st</sup> Run: May 5<sup>th</sup> – 9<sup>th</sup>, 2025  
2<sup>nd</sup> Run: Dec., 1<sup>st</sup> – 5<sup>th</sup>, 2025

**Duration:** Five (5) Days

**Venue:** ASCON, Topo-Badagry, Lagos State.

**Workshop Fee:** ₦295,000.00 per participant (This excludes accommodation, feeding and field trip)

**Accommodation Charges:** As indicated on page 16 of this Brochure

Participants are **advised** to please come along with their laptops.



## 2. ICT APPLICATION TO REGISTRY FUNCTIONS

### LEARNING OBJECTIVES:

The broad learning objective of the Workshop is to improve the knowledge and skills of participants to establish, maintain and manage effectively and efficiently an ICT-Based Registry System.

### KEY BENEFIT:

To achieve the above stated objectives, the content covers among others; Organization of Registries, ICT File Management, Classification and indexing using ICT, and ICT Based Personnel Records Management.

### WHO TO ATTEND:

The Workshop is designed for all level of Records Officers who manage records in Federal, State and Local Governments, as well as in the private sector organizations.

**Date:** 1<sup>st</sup> Run: *May, 12<sup>th</sup> – 16<sup>th</sup>, 2025*  
2<sup>nd</sup> Run: *Dec., 8<sup>th</sup> – 12<sup>th</sup>, 2025*  
**Duration:** Five (5) Days  
**Venue:** ASCON, Topo-Badagry, Lagos State.  
**Workshop Fee:** ₦295,000.00 per participant (This excludes accommodation, feeding and field trip)

**Accommodation Charges:** As indicated on page 16 of this Brochure

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## 3. ICT APPLICATION TO RECORDS MANAGEMENT

### LEARNING OBJECTIVE:

Participants will be equipped with requisite knowledge, skills and techniques to effectively and efficiently manage records digitally in their organizations and obtain essential information on current trends Records Management in the Digital Age.

### KEY BENEFIT:

Increased capability for establishing and managing records electronically using MS Access.

### WHO TO ATTEND:

The Workshop is designed for Registry/Records Officers, Personnel/Human Resource Officers, Administrative Officers, Account Officers, and Officers with responsibilities for management and maintenance of record systems in their organizations.

**Date** 1<sup>st</sup> Run: *May, 19<sup>th</sup> – 23<sup>rd</sup>, 2025*  
2<sup>nd</sup> Run: *Nov., 3<sup>rd</sup> – 7<sup>th</sup>, 2025*  
**Duration:** Five (5) Days  
**Venue:** ASCON, Topo-Badagry, Lagos State.  
**Workshop Fee:** ₦295,000.00 per participant. (This excludes accommodation, feeding and field trip).



**Accommodation Charges:** As indicated on page 16 of this Brochure

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#### 4. DATA PROCESSING AND ANALYSIS USING SPSS

##### **LEARNING OBJECTIVE:**

The comprehensive learning objective of this Workshop is to equip participants with the requisite knowledge and skills to use the SPSS software to collate, code and analyze data for presentation and interpretation.

##### **KEY BENEFITS:**

To accomplish the above stated objectives, the content covers among others; Overview of Research Methodology, Data Collection Techniques, Collation of Data, Preparation of Code Book and Data Set, Data Entry and Processing, Statistical Analysis and Interpretation of Outputs.

##### **WHO TO ATTEND:**

The Workshop is designed for Planning Officers, Research officers, Statisticians, Records officers and other officers from both the public and private sectors who use the computer for processing and analyze data.

<b>Date:</b>	1 <sup>st</sup> Run: <i>June, 2<sup>nd</sup> – 6<sup>th</sup>, 2025</i>
	2 <sup>nd</sup> Run: <i>Nov., 10<sup>th</sup> – 14<sup>th</sup>, 2025</i>
<b>Duration:</b>	Five (5) Days
<b>Venue:</b>	ASCON, Topo-Badagry, Lagos State.
<b>Workshop Fee:</b>	₦295,000.00 per participant (This excludes accommodation feeding and field trip)

**Accommodation Charges:** As indicated on page 16 of this Brochure

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#### 5. FINANCIAL DATA ANALYSIS USING MICROSOFT EXCEL

##### **LEARNING OBJECTIVE:**

The broad learning objective of this Workshop is to enhance the knowledge, skills and attitude of participants in handling financial data analysis in the digital age.

##### **KEY BENEFITS:**

The key benefits of the Workshop include amongst others; Financial Statement Preparation, Basic Excel File Operations, Auditing and Investigation Tools in MS Excel, using the Macro Recorder and Modeling your Financial Statement.



## WHO TO ATTEND:

The Workshop is specially designed for Account and Finance Officers, Inland Revenue Officers, Auditors, Audit Trainers, Stores and Procurement Officers, Wages and Salary Officers, Personnel and Administrative Officers in the Public and Private sector Organizations.

**Date:** Sept., 15<sup>th</sup> – 19<sup>th</sup>, 2025  
**Duration:** Five (5) Days  
**Venue:** ASCON, Topo-Badagry, Lagos State.  
**Workshop Fee:** ₦295,000.00 per participant (This excludes accommodation, feeding and field trip)

**Accommodation Charges:** As indicated on page 16 of this Brochure

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## 6. ICT APPLICATION TO PROJECT MANAGEMENT

### LEARNING OBJECTIVE:

The broad learning objective of the Workshop is to enhance the knowledge, skills and attitude of participants in Identifying, Controlling, Analyzing and Reporting Projects from inception to hand-over using ICT.

### KEY BENEFIT:

To achieve the above stated objective, the content covers among others; Overview of Project Management, Introduction to Microsoft Project Software, Setting Table Duration, Project Resources Setting and Assignment to Tables, Task costing and Tracking Projects and Reporting and Analyzing Project Information.

## WHO TO ATTEND:

The Workshop is designed for Project Managers, Engineers, Administrators, Finance experts and any other related discipline.

**Date:** 1<sup>st</sup> Run: May, 26<sup>th</sup> – 30<sup>th</sup>, 2025  
2<sup>nd</sup> Run: Nov, 17<sup>th</sup> – 21<sup>st</sup>, 2025  
**Duration:** Five (5) Days  
**Venue:** ASCON, Topo-Badagry, Lagos State.  
**Workshop Fee:** ₦295,000.00 per participant (This excludes accommodation, feeding and field trip)

**Accommodation Charges:** As indicated on page 16 of this Brochure

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## 7. ICT-BASED PRESENTATION SKILLS AND TECHNIQUES

### LEARNING OBJECTIVE:

The broad learning objective of the Workshop is to equip participants with the requisite knowledge and skills to create slides and make presentations using ICT Tools.

### KEY BENEFITS:

To achieve the above stated objectives, the content covers among others; Overview of Microsoft Power Point, Creating a Presentation, Working with Presentations, Drawing and Modifying Objects, Design and Presentation.

### WHO TO ATTEND:

The Workshop is designed for All Public Speakers, Management Trainers, Facilitators, Administrators and Managers in both the public and private sectors. This also includes all faith-based organizational members.

**Date:** Sept., 8<sup>th</sup> – 12<sup>th</sup>, 2025  
**Duration:** Five (5) Days  
**Venue:** ASCON, Topo-Badagry, Lagos State.  
**Workshop Fee:** ₦295,000.00 per participant (This excludes accommodation, feeding and field trip)

**Accommodation Charges:** As indicated on page 16 of this Brochure

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## 8. DIGITAL RECORDS SECURITY

### LEARNING OBJECTIVE:

The learning objective of the Workshop is to equip participants with the requisite knowledge and skills identify vulnerabilities in digital records, perform risk assessments, create and implement comprehensive security policies and procedures for digital records.

### KEY BENEFITS:

To accomplish the above stated objectives, the content covers among others; Understanding Digital Records Security, Regulations and Compliance, Risk Assessment and Management, Encryption and Data Protection, Technological Tools and Solutions and Legal and Ethical Considerations.

### WHO TO ATTEND:

The Workshop is designed for ICT Officers, Record Officers, Planning Officers, Research officers, Statisticians, and other officers who deal with digital records from both the public and private sectors.

**Date:** 1<sup>st</sup> Run: June, 16<sup>th</sup> – 20<sup>th</sup>, 2025  
2<sup>nd</sup> Run: Oct., 27<sup>th</sup> – 31<sup>st</sup>, 2025  
**Duration:** Five (5) Days  
**Venue:** ASCON, Topo-Badagry, Lagos State.  
**Workshop Fee:** ₦295,000.00 per participant (This excludes accommodation, feeding and field trip)

**Accommodation Charges:** As indicated on page 16 of this Brochure

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## 9. ICT COMMUNICATION TOOLS IN THE DIGITAL ERA

### LEARNING OBJECTIVE:

The broad learning objective of the Workshop is to enhance the knowledge and skills of participants to identify, manage, deploy and effectively utilize ICT Communication Tools in the Digital Era for the discharge of their duties and responsibilities in an Organization.

### KEY BENEFITS:

To accomplish the above stated objectives, the content covers among others; Understanding ICT Communication Tools, Digital Collaboration and Productivity, Best Practices for Online Communication, Security and Privacy in Digital Communication and Digital Literacy.

### WHO TO ATTEND:

The Course is designed for Managers, Administrators, Registrars, Personal Assistants and all level of Officers who desire to perform their responsibilities effectively and efficiently using ICT.

**Date:** 1<sup>st</sup> Run: *June, 23<sup>rd</sup> – 27<sup>th</sup>, 2025*  
2<sup>nd</sup> Run: *Oct., 20<sup>th</sup> – 24<sup>th</sup>, 2025*  
**Duration:** Five (5) Days  
**Venue:** ASCON, Topo-Badagry, Lagos State.  
**Workshop Fee:** ₦295,000.00 per participant (This excludes accommodation, feeding and field trip)

**Accommodation Charges:** As indicated on page 16 of this Brochure  
Participants are **advised** to please come along with their laptops.

## 10. DIGITAL TRANSFORMATION STRATEGIES FOR EXECUTIVES

### LEARNING OBJECTIVE:

The broad learning objective of this Workshop is to equip executives with the knowledge, skills, and strategic frameworks necessary to lead and implement successful digital transformation initiatives, driving organizational growth, innovation, and competitive advantage in the digital era.

### KEY BENEFITS:

The key benefits of the Workshop include amongst others; Fundamental Concepts and Trends in Digital Transformation, Executing Digital Strategies, Innovation and Operational Efficiency.

### WHO TO ATTEND:

The Workshop is specially designed for Permanent Secretaries, Heads of Government Agencies, Chief Executives of Ministries, Departments and Agencies, and other Senior Government Officials.

**Date:** *Oct., 13<sup>th</sup> – 17<sup>th</sup>, 2025*  
**Duration:** Five (5) Days  
**Venue:** ASCON, Topo-Badagry, Lagos State.  
**Workshop Fee:** ₦295,000.00 per participant (This excludes accommodation, feeding and field trip)

**Accommodation Charges:** As indicated on page 16 of this Brochure  
Participants are **advised** to please come along with their laptops.



## 11. BASIC ICT SKILLS DEVELOPMENT

### LEARNING OBJECTIVE:

The learning objective for this workshop is to provide participants with the requisite foundational knowledge and practical skills in using essential ICT Tools and Technologies, enabling them to confidently navigate and utilize digital resources for personal and professional tasks.

### KEY BENEFITS:

To achieve the learning objective, the content covers amongst others, ICT Concepts, Digital Literacy, Practical ICT Tools, Use of Internet, Email Communication.

### WHO TO ATTEND:

The Workshop is intended for Officers who desire to improve their Computer skills and utilize ICT Tools in the effective discharge of their duties and responsibilities.

<b>Date</b>	1 <sup>st</sup> Run: <i>July, 7<sup>th</sup> – 11<sup>th</sup>, 2025</i> 2 <sup>nd</sup> Run: <i>Sept., 22<sup>nd</sup> – 26<sup>th</sup>, 2025</i> 3 <sup>rd</sup> Run: <i>Nov., 24<sup>th</sup> – 28<sup>th</sup>, 2025</i>
<b>Duration:</b>	Five (5) Days
<b>Venue:</b>	ASCON, Topo-Badagry, Lagos State.
<b>Workshop Fee:</b>	₦295,000.00 per participant (This excludes accommodation, feeding and field trip)

**Accommodation Charges:** As indicated on page 16 of this Brochure

Participants are **advised** to please come along with their laptops.

## 12. FACILITIES MAINTENANCE MANAGEMENT

### LEARNING OBJECTIVE:

The broad learning objective of the workshop is to enhance the knowledge, skills and attitude of participants to develop and sustain a programme for Assets Management and Maintenance Inventory and Register in an organization.

### KEY BENEFITS:

To achieve the learning objective, the content covers amongst others, Facilities Inventory, Assets Management, Forecasting for Maintenance Work, Fault Diagnosis, Financing and Budgeting for Maintenance Work.

### WHO TO ATTEND:

The Workshop is intended for Officers who desire to improve their Computer skills and utilize ICT Tools in the effective discharge of their duties and responsibilities.

<b>Date:</b>	<i>July, 28<sup>th</sup> – Aug., 1<sup>st</sup>, 2025</i>
<b>Duration:</b>	Five (5) Days
<b>Venue:</b>	ASCON, Topo-Badagry, Lagos State.



**Programme Fee:** ₦295,000.00 per participant (excludes accommodation and feeding and field trip)

**Accommodation Charges:** As indicated on page 16 of this Brochure

Participants are **advised** to please come along with their laptops.

## LONG DURATION PROGRAMMES

### 1. CERTIFICATE IN ELECTRONIC DATA PROCESSING (CIMSD 801)

#### LEARNING OBJECTIVE:

The broad learning objective of this Course is to equip participants with the knowledge and skills to write computer programmes, maintain computer hardware and process data electronically using different application packages.

#### KEY BENEFITS:

To achieve the above stated objectives, the content covers among others; Computer Fundamental Concepts, Computer Operating Systems, Programming in Visual Basic/C++ or C#, Computer Networking, and Micro Computer Maintenance;

#### WHO TO ATTEND:

The course is designed for officers willing to expand their knowledge on ICT in both the Public and Private sectors of the economy.

**Date:** Sept., 8<sup>th</sup> – Nov., 28<sup>th</sup>, 2025  
**Duration:** Three (3) months (Full time)  
**Venue:** ASCON, Topo-Badagry, Lagos State.  
**Programme Fee:** ₦650,000.00 per participant (This excludes accommodation, feeding and field trip)

**Accommodation Charges:** As indicated on page 16 of this Brochure

Participants are **advised** to please come along with their laptops.

### 2. CERTIFICATE IN DATABASE ADMINISTRATION AND MANAGEMENT (CIMSD 802)

#### LEARNING OBJECTIVE:

The broad learning objective of this programme is to equip participants with the knowledge and skills to effectively create, manage and secure a database using different application packages.

#### KEY BENEFITS:

To achieve the above stated objectives, the content covers among others; Database Analysis and Design, The Relational Model and Languages, Database Design and Maintenance, Database Security and Administration, Professional, Legal and Ethical issues in Data Management, Distributed



Database Management System, The Web and DBMS, Data Warehousing, Data Mining, among others.

### **WHO TO ATTEND:**

The course is designed for officers willing to expand their knowledge on Data Processing, Database Management and ICT in both the Public and Private sectors of the economy.

**Date:** June, 2<sup>nd</sup> – Nov., 14<sup>th</sup>, 2025  
**Duration:** Six (6) months (Full time)  
**Venue:** ASCON, Topo-Badagry, Lagos State.  
**Programme Fee:** ₦925,900.00 per participant (This excludes accommodation, feeding and field trip)

**Accommodation Charges:** As indicated on page 16 of this Brochure  
Participants are **advised** to please come along with their laptops.

*For enquiries, please contact:*

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## COURSE AND ACCOMMODATION FEES

### COURSE FEES

**Table 1: NINE (9) MONTHS POST GRADUATE DIPLOMA IN PUBLIC ADMINISTRATION**

S/N	Description Of Facilities/Services	Participants (₦)	Foreign Participants (\$)
1.	Course Materials	100,000.00	105
2.	Field Trip/Study Administration	150,000.00	150
3.	Examination Fee	30,000.00	56.25
4.	Graduation Fee	50,000.00	37.5
5.	Use of Facilities	60,000.00	105
6.	Tuition Fee	800,000.00	570
7.	Alumni Membership	20,000.00	18.75
8.	Medical Examination Fee	40,000.00	18.75
9.	Acceptance Fee	50,000.00	37.5
<b>Total Fee</b>		<b>1,300,000.00</b>	<b>1,098.75</b>

**Table 2: FOUR (4) WEEKS MANAGEMENT CONSULTING PROGRAMME**

S/N	Description Of Facilities/Services	Participants ₦	Foreign Participants (\$)
1.	Tuition Fee	807,400.00	1,200
2.	Field Trip	20,000.00	60
<b>Total Fees</b>		<b>827,400.00</b>	<b>1,260</b>

**Table 3: TWO (2) WEEKS ADVANCED REGULAR PROGRAMMES**

S/N	Description Of Facilities/Services	Participants ₦	Foreign Participants (\$)
1.	Tuition Fee	517,000.00	660
2.	Field Trip	10,000.00	30
<b>Total Fees</b>		<b>527,000.00</b>	<b>690</b>

**Table 4: TWO (2) WEEKS REGULAR PROGRAMMES**

S/N	Description Of Facilities/Services	Participants ₦	Foreign Participants (\$)
1.	Tuition Fee	470,000.00	600
2.	Field Trip	10,000.00	30
<b>Total Fees</b>		<b>480,000.00</b>	<b>630</b>



**Table 5: FIVE (5) DAYS WORKSHOP**

S/N	Description Of Facilities/Services	Participants (₦)	Foreign Participants (\$)
1.	Tuition Fee	295,000.00	450
2.	Field Trip	10,000.00	30
<b>Total Fees</b>		<b>305,000.00</b>	<b>480</b>

**Table 6: 3-DAYS WORKSHOPS**

S/N	Description Of Facilities/Services	Participants (₦)	Foreign Participants (\$)
1.	Tuition Fee	197,000.00	300
2.	Field Trip	10,000.00	30
<b>Total Fees</b>		<b>207,000.00</b>	<b>330</b>

**\*\*\*The above stated fees exclude accommodation charges.**





## ACCOMMODATION FEES

### POST-GRADUATE DIPLOMA IN PUBLIC ADMINISTRATION (PGDPA)

The Course is fully residential. The fee for Accommodation is **Eight Hundred and Sixty- Eight Thousand Naira (₦868, 000.00)** per participant @ ₦4,000 per night for 217 days, the duration of the programme.

**Table 7: THREE (3) MONTHS COURSE**

S/N	Types of Accommodation	Description of Services	Accommodation per Day	Participants ₦	Foreign (\$)
1.	Chalet	Lodging and Breakfast only	₦15,000.00	₦ 1,260,000.00	2,520
2.	Double Room	Lodging and Breakfast only	₦8,000.00	₦ 672,000.00	1,500
3.	Single Room	Lodging and Breakfast only	₦5,000.00	₦ 420,000.00	1,000

**Table 8: FOUR (4) WEEKS COURSE**

S/N	Types of Accommodation	Description of Services	Accommodation per Day	Participants ₦	Foreign (\$)
1.	Chalet	Lodging and Breakfast only	₦15,000.00	₦ 420,000.00	1,000
2.	Double Room	Lodging and Breakfast only	₦8,000.00	₦ 224,000.00	550
3.	Single Room	Lodging and Breakfast only	₦5,000.00	₦ 140,000.00	350

**Table 9: TWO (2) WEEKS COURSE**

S/N	Types of Accommodation	Description of Services	Accommodation per Day	Participants ₦	Foreign Participants (\$)
1.	Chalet	Lodging and Breakfast only	₦15,000.00	210,000.00	540
2.	Double Room	Lodging and Breakfast only	₦8,000.00	112,000.00	340
3.	Single Room	Lodging and Breakfast only	₦5,000.00	70,000.00	180

**Table 10: ONE (1) WEEK COURSE AND OTHER PROGRAMMES**

S/N	Types of Accommodation	Accommodation per Day	Participants ₦	Foreign Participants (\$)
1.	Chalet	15,000.00	105,000.00	310



2.	Double Room	8,000.00	56,000.00	30
3.	Single Room	5,000.00	35,000.00	72
4	Executive Room	25,000.00	175,000.00	400
5	Suite	40,000.00	470,000.00	560

### FACILITY USERS

S/N	Types of Accommodation	Amount Per Day ₦	Foreign Participants (\$)
1.	Auditorium (Phase I)	200,000	265
2.	Lecture Theatre (Phase I)	150,000	250
3.	Restaurant (Phase I)	30,000	182
4	Syndicate Classroom (Phase I & II)	30,000	70
5	Club House Classroom (Phase I)	40,000	70
6	PGDPA Classroom	30,000	70
7	Chalet	25,000	50
8	Double Room	20,000	35
9	Single Room	12,000	25
10	CBN Auditorium	500,000	1,000
11	CBN Restaurant	300,000	500
12	Block of Flat (CBN 3-Bedroom Apartment)	150,000	480
13	CBN Syndicate Classroom (50 – 59)	80,000	220
14	CBN Syndicate Classroom (40 – 49)	60,000	150
15	Suite	55,000	125
16	Use of Projector – CBN Auditorium	40,000	100
17	Executive Room (CBN)	40,000	72
18	Use of Public Address System – CBN Auditorium	15,000	35

**Table 11: CHARGES FOR USE OF SPORTING FACILITIES**

Participants	Foreign Participants
₦ 1,000.00	\$ 2



## ACCOMMODATION FEES BREAKDOWN

### Block of Flats (3 Bedroom Apartment)

**N150,000**  
per day



**N40,000**  
per day

**Participant's  
Rate**



### Suite



**N55,000**  
per day

**Facility  
Users**



**N25,000**  
per day

**Participant's  
Rate**



### Executive Room



**N40,000**  
per day

**Facility  
Users**



**N15,000**  
per day

**Participant's  
Rate**



### Chalet



**N25,000**  
per day

**Facility  
Users**







**N8,000  
per day**

## Double Room



**N20,000  
per day**

**Participant's  
Rate**



**Facility  
Users**



**N5,000  
per day**

## Single Room



**N12,000  
per day**

**Participant's  
Rate**



**Facility  
Users**



## Restaurant

**N300,000  
per day**



## Auditorium

**N500,000  
per day**





## PAYMENTS FOR TRANSACTIONS

All payments to ASCON should be made to:

**Account Name:** ASCON e-collection Account

All payments can be made through:

- i. **Any Commercial Bank in Nigeria**
- ii. **Mobile Banking.**
- iii. **POS at the Cash Office** (Participants are expected to pay relevant charges by Banks)

### NOTE 1:

#### TRAINING AND CONSULTANCY SERVICES

1. **Account Number: 0020055866016**  
(Payment to this Account is by Generating RRR)
2. **Account Number: 0230055642023**  
(Payment to this Account is by Mandate)

### NOTE 2:

- (i) Sponsoring organizations are required to make funds available for the upkeep of their nominees.
- (ii) Registration closes on Wednesday of the first week for all Regular Programmes and Tuesday for Workshops. **Participants who report late will not be registered.**

