FOREWORD

Concern and doubt have increasingly been expressed in recent times about the competence, effectiveness and efficiency of some functionaries in the management of their Departments and Units in private and public organisations, which are very essential organs of any organization.

Thus, it has become imperative to take a hard and close look at the roles of some functionaries and other personnel in the organisation to refresh their knowledge, re-prepare and re-equip them with modern techniques, skills, and ethical values that will aid them to discharge their duties optimally and satisfactorily.

Administration or Management is a team work that demands that all hands must be on deck to achieve the corporate goals and objectives of the organisation. It entails that all the stakeholders must share the same vision, operate with the same template and on the same page as well as pursue the same goals and objectives in synergy. This requires that the operators and functionaries in the system should understand and buy into the vision and guiding principles of the administration. Uniform pursuit and implementation of the vision will not only help to avoid the danger of working at cross purposes, which will retard progress in the system, but also it will aid in the sustenance, consolidation and improvement on the gains attained thus far.

It is against this backdrop and in pursuance of its mantra **"Driving the Culture of Excellence"** in all aspects, that the University Management of the Federal University of Technology, Owerri under the visionary and able leadership of the 7th substantive Vice-Chancellor, **Professor Francis C. Eze**, has made enormous investment in human and material resources in the management of the **Centre for Human Resource Development** since June 2016.

The **Centre for Human Resource Development** is expected to train and re-train various cadres of FUTO workforce and staff of different organisations for enhanced productivity, efficiency, reliability, responsibility and commitment to quality service delivery.

To achieve the high standard in scholarship and academic delivery expected of the University, the **Centre for Human Resource Development** designed and packaged the **2017 ANNUAL TRAINING WORKSHOP**

PROGRAMME to address relevant and topical issues that will enhance the professional skills, knowledge and ethical orientation of the participants in their various work places. The lectures encased in this 2017 Brochure has been carefully articulated by erudite, knowledgeable and experienced educators and academic consultants as Resource Persons.

With the calibre of resource persons assembled for this training workshop programme and the enthusiasm on the faces of the expected participants, it is our expectation and optimism that there will be remarkable improvement in their character disposition and work performance after each training workshop. The inculcation of desirable attributes, ethical values, skills, professionalism and other competencies in different categories of the expected participants through each workshop would help to resuscitate the noble culture and tradition of hard work, discipline, efficiency, transparency, quality standards and high productivity in their respective organisations. Also we hope to achieve marked reduction of the shortcomings identified in job performance in the system. All these will help to raise the standard and quality of the management of their organisations.

The **Centre for Human Resource Development** has equally designed packages for each training workshop to equip each participant with necessary skills, competences, and the ethical and moral values that are vital to the successful execution of their functions.

In the light of the above, therefore, I feel able and confident to recommend this Training Workshop Brochure to all professionals.

Professor A. E. Agbogu
Director, Centre for Human Resource Development
Federal University of Technology, Owerri
Nigeria

NATIONAL TRAINING PROGRAMMES SCHEDULE FOR YEAR 2017

S/N	COURSE TITLE	CONTENTS	AUDIENCE	DATE	VENUE	FEE
1.	Managing Government Business for Top Functionaries in the Federal and State Civil Services	• Public Accountability, Transparency and Good Governance • Financial Planning and Expenditure Analysis for Effective Services Delivery • Human Capacity Building, Utilization and Motivation for Revenue Generation Practitioners • Business and its Environments • Managing People for Peak Performance	• All Senior and Top Management Officers in Local Government, State and Federal Public Services • All Directors, Deputy Directors, Heads of Departments in Public Services	**1ST RUN** Jan 3 – 6 **2ND RUN** July 4 – 7	**CHRD Conference Room, OLD SEET HEAD, FUTO**	**₦75,000.00**
2.	Techniques of Effective Time and Stress Management	• Basic Concept of Time Management • Setting of Goals and Priorities • Dealing with Stress • Effects of Stress on Performance and Productivity • Managing time Wasters • Making the most use of our Time • Balancing Work and Life • Developing Action Plan on Time and Stress Management	• Top/Senior Officers in Public and Private Sector Organizations.	**1ST RUN** Jan 10 – 13 **2ND RUN** July 11 – 14	**CHRD Conference Room, OLD SEET HEAD, FUTO**	**₦45,000.00**
3.	Effective Communication and Interpersonal Relations	• Basic Concept of Effective Communication • Functions of Management • Effective Human and Public Relations • Time and Self Management • Latest Strategies and Techniques of Effective Speech Making/Report Writing • Communication in Public	• Office Managers, Principal/Senior Admin. Officers, Administrative Officers, Higher Executive Officers, Clericals/Executive Officers. • All Personal Assistants, Public	**1ST RUN** Jan 17 – 20 **2ND RUN**	**CHRD Conference Room, OLD SEET HEAD, FUTO**	**₦45,000.00**

		Relations.	Relations Officers & Information Officers	Aug. 1 – 4		
4.	Electronic Record-Keeping, Storage, Retrieval and Utilization	• Computer Application in Records Management Information Technology. • Strategic Registry and Records Management Procedures • Hardware and Software Requirements of Computerized Records Management System • Information Management and Safe Keeping of Records • System Analysis of Records Function • Electronic Records Keeping	• All Higher Executive Officers, Executive Officers, Secretaries, Data Processors. • Registry/Record Clerks, Logistics Clerks • Officers responsible for Safe Keeping of Records • Librarians.	**1ST RUN** Jan. 24 – 27 **2ND RUN** Aug. 8 – 11	**CHRD Conference Room, OLD SEET HEAD, FUTO**	**₦30,000.00**
5.	Office and Information Management	• Relevance of Security and Secrecy in Office Information System • Records and Information Management: an Overview • Management Result and Change • Effective Communication and Skill • Basic Approaches to Management • Office Administrative Skills	• Office Managers. • Principal/Senior Administrative Officer. • Higher Executive Officers, Personnel Managers, • Secretaries, Clerical/Executive Officers. • Public Relations Officers, Protocol Officers, Personal Assistants. • Records/Information Officers. • Librarians.	**1ST RUN** Jan. 24 – 27 **2ND RUN** Aug. 15 – 18	**CHRD Conference Room, OLD SEET HEAD, FUTO**	**₦30,000.00**

6.	Effective Management for Directors of Finance, Bursars and Chief Auditors in an Organization.	• Financial Information and Control System • Financial Regulations • Principle of Management • Assets Management • Government Funds and Funds Accounting • Determination of Cash Flows.	• All Directors of Finance and Bursars. • Deputy Bursars, Chief Auditors and Chief Accountants	**1ST RUN** Feb. 7 – 10 **2ND RUN** Aug. 22 – 25	**CHRD Conference Room, OLD SEET HEAD, FUTO**	**₦65,000.00**
7.	Effective Management for Accounting Officers in an Organisation	• Financial Information and Control System • Financial Regulations • Principle of Management • Assets Management • Government Funds and Funds Accounting • Determination of Cash Flows.	• Accountants, Cashiers and all Finance Officers. • Accounts Officers.	**1ST RUN** Feb. 14 – 17 **2ND RUN** Aug. 29 – 31	**CHRD Conference Room, OLD SEET HEAD, FUTO**	**₦45,000.00**
8.	Effective Management of Academic Departments in Tertiary Institutions	• Duties and Responsibilities of A Departmental Administrative Officer. • Knowledge Skills, Abilities and Attributes of a Departmental Administrative Officer • Laws, Rules and Regulation as it affects the Administration of an Academic Department. • Understanding Effective Communication Skills	• All Senior Admin. Officers. • Administrative Officers. • Principal Executive Officers. • Senior Academic Staff	**1ST RUN** Feb. 21 – 24 **2ND RUN** Aug. 22 – 25	**CHRD Conference Room, OLD SEET HEAD, FUTO**	**₦45,000.00**
9.	Team Building and Leadership Skills	• Teams and their Structures • Team Leadership Quality Requirement • Team Roles and Team	• Managers and Executives, Heads and Leaders of Organizations of	**1ST RUN**	**CHRD Conference Room, OLD SEET HEAD,**	**₦60,000.00**

		Members Functions • Selection Procedure of Team Members • Strategies for Maintaining Team Spirit • Management Roles in Team Building • Team Development Processes • Team Decision Making • Interpersonal Relations in Team work	Human Resources Departments and Units. • Supervisors in both Public and Private Sectors.	Feb.28 –Mar 3 **2ND RUN** Sept.5 – 8	**FUTO**	
10.	Leadership Decision Making and Implementation Strategies	• Decision Making and Implementation Process • Models of Decision Making • Decision Making and Leadership Skills • Policy Cycle • Setting Strategy and Planning • Public Policy Enforcement • Impact Assessment • Inter Institutional Processes • Effective Communication • Change Management	• Chief Executives of Organizations in both the Public and Private Sectors. • Legislators in the National and State Assemblies. • Public Policy Makers and Implementators.	**1ST RUN** Mar. 7 – 10 **2ND RUN** Sept. 5 – 8	**CHRD Conference Room, OLD SEET HEAD, FUTO**	**₦50,000.00**
11.	The Role of Academic Planning in tertiary Institutions	• Strategic Planning in Academic Development • Work Ethics and Knowledge Skills • Roles and Duties of Academic Planning Officers in the University Development • Sources of Data for Academic Planning Purposes • Uses of SPSS Computer Package in the Analysis of data for Academic Purposes	• Academic Planners • Senior Administrative Officers • Heads of Departments • Senior Academic Officers	**1ST RUN** Mar. 14 – 17 **2ND RUN** Sept. 12 – 15	**CHRD Conference Room, OLD SEET HEAD, FUTO**	**₦45,000.00**

12.	Advanced Academic Records Management and Documentation for Tertiary Institutions	• Academic Records Management, Student Result Compilation • Students Registration Card Documentation • Interpersonal Skills Effective Communication and the Use of Language • Classification of Records	• All Deputy Registrars • Principal Assistant Registrars and Senior Assistant Registrars.	**1ST RUN** Mar. 21 – 24 **2ND RUN** Sept. 19 – 22	**CHRD Conference Room, OLD SEET HEAD, FUTO**	**₦45,000.00**
13.	Advanced Academic Records Management and Documentation for Tertiary Institutions	• Academic Records Management, Student Result Compilation • Students Registration Card Documentation • Interpersonal Skills Effective Communication and the Use of Language • Classification of Records	• Assistant Registrars, , Admin. Officers, Higher Executive Officers • All Records/Registry Officers. • Information Officers, Public Relations Officers. • Clericals/Executive Officers, Secretaries	**1ST RUN** Mar. 28 – 31 **2ND RUN** Sept. 26 – 29	**CHRD Conference Room, OLD SEET HEAD, FUTO**	**₦30,000.00**
14.	Administrative Principles, Processes and Practices for Higher Job Performance and Effective Service Delivery	• Current Issues in Personnel Administration and Management • Management of Change/Conflict and Supervisory Management • Image and Reputation Management • Enhancing Performance • Human Relation: - A Vital Component towards Organization's Success.	• Directors/Deputy Directors, Human Resources Personnel, Administrative Managers.	**1ST RUN** April 4 – 7 **2ND RUN** Oct. 3 – 6	**CHRD Conference Room, OLD SEET HEAD, FUTO**	**₦45,000.00**

15.	Administrative Principles, Processes and Practices for Higher Job Performance and Effective Service Delivery	• Current Issues in Personnel Administration and Management • Management of Change/Conflict and Supervisory Management • Image and Reputation Management • Enhancing Performance • Human Relation: - A Vital Component towards Organization's Success.	• Clerical/Executive Officers. • All Administrators. • Senior Secretarial Staff	**1ST RUN** April 11 – 14 **2ND RUN** Oct. 10 – 13	**CHRD Conference Room, OLD SEET HEAD, FUTO**	**₦30,000.00**
16.	Advanced Leadership and Management for Nursing/Health Professionals	• Team Work Approach in Health Management • Resource Management in Health Institution • Developing Effective Public/Human Relations towards the Patients • Leadership Dashboard • Effective Time Management	• Deputy/Assistant Directors of Nursing Services. • Chief Matrons, Senior Nursing Officers. • Doctors, Pharmacists and Chief Laboratory Technologist	**1ST RUN** April 18 – 21 **2ND RUN** Oct. 17 – 20	**CHRD Conference Room, OLD SEET HEAD, FUTO**	**₦55,000.00**
17.	Advanced Leadership and Management for Nursing/Health Professionals	• Team Work Approach in Health Management • Resource Management in Health Institution • Developing Effective Public/Human Relations towards the Patients • Leadership Dashboard • Effective Time Management	• All Categories of Senior Health Professionals and Allied Workers. • Matrons and Health Supervisors.	**1ST RUN** April 25 – 28 **2ND RUN** Oct. 24 – 27	**CHRD Conference Room, OLD SEET HEAD, FUTO**	**₦35,000.00**

18.	Forensic Accounting and Audit Reporting	• Forensic Accounting and Forensic Auditing Techniques • Audit Inspection and Forensic Investigation Techniques • Asset Management • Antics of Internal and External Frauds • Types of Fraud and Prevention	• All Heads and Senior Officers of Finance, Accounts, and Audit Dept.	**1ST RUN** May 2 – 5 **2ND RUN** Oct.24–27	**CHRD Conference Room, OLD SEET HEAD, FUTO**	**₦45,000.00**
19.	Forensic Accounting and Audit Reporting	• Forensic Accounting and Forensic Auditing Techniques • Audit Inspection and Forensic Investigation Techniques • Asset Management • Antics of Internal and External Frauds • Types of Fraud and Prevention	• Treasurers, Cashiers, Stores Officers. • All Accounts Clerks. • Budget Officers, Auditors, Salaries & Wages Officers. • All Administrative Officers/Personnel	**1ST RUN** May 9 – 12 **2ND RUN** Nov. 7 – 10	**CHRD Conference Room, OLD SEET HEAD, FUTO**	**₦45,000.00**
20.	Database Management Course	• Introduction to Records Management • Introduction to MIS • Designing Instruments • Computer Fundamental Concepts • Windows Operating System • Introduction to Database Management • Creating Single and Multiple Tables • Creating Table Relationships • Entering Records • File Editing and Formatting • Querying in DB • Introduction to Internet	• Planning, Research and Statistics Officers • Personnel Officers • Records/Data Manager • Other Users of Data in both Public and Private Sectors of the Economy	**1ST RUN** May 16 – 19 **2ND RUN** Nov. 14 – 17	**CHRD Conference Room, OLD SEET HEAD, FUTO**	**₦30,000.00**
21.	Use of Computer based Financial	• Overview of Financial Information Systems	• Planning, Research and	**1ST RUN**	**CHRD Conference**	**₦45,000.00**

	Management	• Overview of Budgeting • Computer Fundamental Concepts • Introduction to Windows Operating System • Building Spread Sheet • Financial Calculation • Creating in-built Functions • Auditing Using spread Sheet • Inventory Management • The Role of IT in the Public Service	Statistics Officers • Planning Officers • Budgeting Officers • Inventory Managers • Accountants • Auditors	May 23 – 26 **2ND RUN** Nov. 21 – 24	**Room, OLD SEET HEAD, FUTO**	
22.	Effective Application, Use and Management of the Laboratory Services in Organisations	• Current Issues in the Management of Laboratories • The Importance and Value of Laboratories in achieving targeted Results • Information/Data Gathering • Understanding the use of Laboratory Appliances in the Laboratory.	• Chief Lab. Technologists • Lab. Supervisors • Medical Lab Scientists	**1ST RUN** May 30– June 2 **2ND RUN** Nov.21–24	**CHRD Conference Room, OLD SEET HEAD, FUTO**	**₦45,000.00**
23.	Effective Application, Use and Management of the Laboratory Services in Organisations	• Current Issues in the Management of Laboratories • The Importance and Value of Laboratories in achieving targeted Results • Information/Data Gathering • Understanding the use of Laboratory Appliances in the Laboratory.	• Lab. Assistants • Lab. Technologist • Graduate Assistants	**1ST RUN** April 18 – 21 **2ND RUN** Oct. 24 – 27	**CHRD Conference Room, OLD SEET HEAD, FUTO**	**₦30,000.00**
24.	Fraud Prevention, Detection, and Control	• Transparency and Accountability in the Management of Government Business • The Impact of Fraud on	• Accountants, Finance Officers, Auditors. • Audit Trainers. • Stock Verifiers.	**1ST RUN** May 2 – 5	**CHRD Conference Room, OLD SEET HEAD, FUTO**	**₦50,000.00**

		Government and Nation's Economy • Typology of Frauds and Corruptions • The Roles of Fraud Control Agencies • Ethical Considerations and Violation • Investigating Procedures • Fraud Prevention and Detection Techniques • Financial Control and Regulations • Writing Investigatory Report	• Wages and Salaries Officers, Personnel and Administrative Officers in Ministries, Extra-Ministerial Departments, Parastatals, Local Government Treasurers and other government owned agencies.	**2ND RUN** Nov. 7 – 10		
25.	Examination Management Systems for Tertiary Institutions	• Lecture Delivery and Setting of Questions • Preparation of Marking Scheme • Result Compilation and Computation • Academic Advising and General Students' Counseling • Laws, Rules and Regulations as they affect the Organisation	• Academic Staff • Senior Administrative Officers • Examination Officers • Class Advisers • Heads of Departments	**1ST RUN** May 9 – 12 **2ND RUN** Nov.14 – 17	**CHRD Conference Room, OLD SEET HEAD, FUTO**	**₦45,000.00**

26.	Expanding Roles and Responsibilities In Administration and Management	• Expanding Role and Responsibilities of Administrative Managers/ Officers in Tertiary Institutions • Advanced Management • Managing People for Peak Performance • Leadership Skills and Personnel Attitude • Discipline in the Workplace	• Senior Managers/Directors. • Registrars, Deputy Registrars • Principal Assistant Registrars	**1ST RUN** June 27 – 30 **2ND RUN** Oct. 3 – 6	**CHRD Conference Room, OLD SEET HEAD, FUTO**	**₦60,000.00**
27.	Expanding Roles and Responsibilities In Administration and Management	• Expanding Role and Responsibilities of Administrative Managers/ Officers in Tertiary Institutions • Advanced Management • Managing People for Peak Performance • Leadership Skills and Personnel Attitude • Discipline in the Workplace	• Administrative Officers. • Public Relations Officers. • Higher Executive Officers. • All Clericals/ Executive Officers.	**1ST RUN** Feb 7 – 10 **2ND RUN** Oct. 10– 13	**CHRD Conference Room, OLD SEET HEAD, FUTO**	**₦25,000.00**

28.	Best Practices in Human Resource Management	• Strategic Management of Employee and Industrial Relations • Practical Negotiation Exercises and Processes • Managing the Employee Trade Unionist, What Managers must know. • Leadership Skill and Personnel Attitude • The Global Economic Crisis Managing the Job Consequences	• All Human Resources Personnel, Executive Officers at all level, Industrial Relations Offices in Government and Private Establishments,	**1ST RUN** Feb 14 – 17 **2ND RUN** Oct. 17 – 20	**CHRD Conference Room, OLD SEET HEAD, FUTO**	**₦45,000.00**
29.	Best Practices in Labour & Industrial Relationships	• Strategic Management of Employee and Industrial Relations • Practical Negotiation Exercises and Prossess • Managing the Employee Trade Unionist, What Managers must know. • Leadership Skill and Personnel Attitude • The Global Economic Crisis Managing the Job Consequences • Trade Union Act and Labour Laws	• All Human Resources Personnel, Executive Officers at all levels. • Industrial Relations Officers in Government and Private Establishments. • Sectional Heads in Public and Private Sectors. • Workers' Representatives. • Labour Union Executives/Officers.	**1ST RUN** Feb 21 – 24 **2ND RUN** Oct. 24 – 27	**CHRD Conference Room, OLD SEET HEAD, FUTO**	**₦55,000.00**

30.	Accountability and Transparency in Resource Management	• Concept and Intent of Anti-Corruption Laws; Institutional Framework to Promote Public Accountability • (Code of Conduct Bureau, ICPC, EFCC, PAC, etc.) • Transparency in the Management of Government Business • Guidelines for Reforms and Implementation; • Ethics of Public Accountability and Transparency • Fraud Prevention, Detection and Control measures and • Challenges of Public Accountability	• Senior Managers in the Public Service and Private Sector, Elected Public Officers in the Federal, State and Local Governments, Members of the Armed Forces, Police and other Para-Military Organizations. • Senior Accounting Officers	**1ST RUN** Feb 28–Mar 3 **2ND RUN** Oct.10–13	**CHRD Conference Room, OLD SEET HEAD, FUTO**	**₦75,000.00**
31.	Developing Knowledge Skills, Work Ethics and Efficiency in the Organization	• Work ethics • Development of Skills and Competences • Communication Skills	• Middle, Senior and Top Management Officers in State and Federal Public Services.	**1ST RUN** Mar 14 – 17 **2ND RUN** Dec. 5 – 8	**CHRD Conference Room, OLD SEET HEAD, FUTO**	**₦45,000.00**
32.	The Fundamentals of Office Administration, Leadership Skills and Effective Communication; Processes and Practices	• Team Building and Leadership Skills for Heads of Departments • Heads of Departments and Departmental Administrative Officers: A Partnership that Works • Understanding Treasury Management, Budgeting and Financial Procedures . • Enhancing Good Corporate Governance through Understanding University Administrative Procedures and	• Heads of Departments • Academic Staff • Senior Administrative Officers • Executive Officers • Senior Managers • Librarians.	**1ST RUN** Mar. 14 – 17 **2ND RUN** Nov. 7 – 10	**CHRD Conference Room, OLD SEET HEAD, FUTO**	**₦45,000.00**

		lines of Communication				
33.	The 21st Century Teacher; Promoting the Culture of Excellence in an Educational Institutions	• Teaching Methodology and Classroom Management • Measurement and Evaluation • Records Keeping and Inventory Management • Ethical Issues in Education • Stress Reduction and Time Management	• Educators • Teachers • Lecturers	**1ST RUN** Mar. 21 – 24 **2ND RUN** Dec. 12 – 15	**CHRD Conference Room, OLD SEET HEAD, FUTO**	**₦45,000.00**
34.	Conflict Management in an Organization	• Effective Communication • Impact Assessment • Enhancing Human Relations • Image and Reputation Management • Team Work Approach	• Directors • Senior Managers • Heads of Departments • Senior Administrative Managers.	**1ST RUN** Mar. 28 – 31 **2ND RUN** Nov.21 - 24	**CHRD Conference Room, OLD SEET HEAD, FUTO**	**₦75,000.00**

1.0: THE WORKSHOP

The attached Course Fees includes Workshop Literatures and Materials, Executive Conference Bag, Coffee/Tea Breakfast, Lunch & Refreshment, Stationeries, Lectures, Certificate of Participation, Group Photographs and Administration.

2.0: NOMINATION/MODE OF PAYMENT

Kindly send in your nomination early enough to guide the organizers in proper planning. Participants are expected to pay through the University portal. Follow the steps below for your payment: nomination

- Visit the website www.futo.edu.ng
- Clink on the Link "*Online Application form*"
- Click on the *Link Centre for Human Resource Development'*
- *Download the programme schedule to identify the amount and date of the programme*
- Click on "*Generate payment invoice*" to generate your invoice
- Select the Course/progamme you want to run
- Enter your full name, a valid email address and phone number to generate your payment invoice
- Click on Submit and print your invoice
- Proceed to any bank to make payment using the RRR code on the payment invoice
- Alternatively, you can make payment using the online payment options with credit/debit cards such as *Verve, Visa, MasterCards*.
- After successful payment in bank, return to the portal *chrd.futo.edu.ng* and login with your e-mail to Complete the form online.

3.0: HOTELS

There are a good number of standard Hotels and Guest Houses in and around FUTO. Additionally, there is a FUTO Guest Houses located within the University premises.

The rates of the Hotels range from **₦5,000.00** to **₦20,000.00** per night.

Please ensure that your Staff are well represented at this most important Training Workshop.

Thank you for your anticipated co-operation.

PLEASE CONTACT:

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FOR REGISTRATION & ENQUIRES PLEASE CALL: 08037881404; 08033386001

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI

CENTRE FOR HUMAN RESOURCE DEVELOPMENT

NATIONAL TRAINING PROGRAMMES SCHEDULE FOR YEAR 2017

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI

CENTRE FOR HUMAN RESOURCE DEVELOPMENT

APPLICATION FORM FOR ADMISSION INTO THE 2017 NATIONAL TRAINING WORKSHOP PROGRAMME

Name: .....Prof./Dr./Chief./Engr./Barr

Rank/Position: .....

Address/Affiliation: .....

.....

Phone Number: .....

Email Address: .....

Course Title:.....

Course Date:.....