



SCHOOL OF HORTICULTURE

DEPARTMENT OF PARKS AND GARDENS

APPLICATION FORM FOR CERTIFICATE PROGRAMMES

1. PERSONAL INFORMATION

Surname:.....

First Name:.....

Middle Name:.....

Gender: Male Female **Marital Status:** Married Single Divorced

Title: (Mr/Mrs/Miss etc).....

Postal Address:.....

Permanent Home Address:.....

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Date of Birth:.....

Place of Birth:.....

Workplace Address/Telephone:

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Please affix the endorsed passport size photograph of you here.



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2. PROGRAMME OF STUDY/ DURATION

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3. ACADEMIC RECORD

I. Secondary Schools Attended: Year (From) Year (To)

a.

b.

c.

SUBJECTS	GRADE	YEAR

ii. Give details of other qualifications Year (From) Year (To)

a.

b.

c.



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4. PARTICULARS OF PARENTS/GUARDIAN

I. Father/Surname:.....

Other Names:.....

Profession:.....

Postal Address:.....

Residential Address:..... Telephone.....

ii. Mother/Surname:.....

Other Names:.....

Profession:.....

Postal Address:.....

Residential Address:..... Telephone.....

5. PARTICULARS OF SPONSOR(S) (IF APPLICABLE)

Surname:.....

Other Names:.....

Organization:.....

Position/Rank:.....

Postal Address:..... Telephone.....

Residential Address:..... Telephone.....

Signature:.....



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6. PARTICULARS OF ONE REFEREE: IN RANK ANALOGUE TO SENIOR CIVIL SERVANT.

Name:.....

Profession:.....

Postal Address:..... Telephone.....

SIGNATURE AND STAMP:.....

This application form should be completed in the candidate’s own handwriting and returned together with copies of Certificates, detailed results and Testimonials, Two (2) recent passport size photographs one of which should be endorsed as the true identity of the applicant by the referee, and a Bank Payment Order of GH¢65.00 payable to the Curator, School of Horticulture, P. O. Box 23, Aburi, not later than May 5, 2017. Short listed candidates will be examined and interviewed before final selection of successful candidates for the training course.

I certify that the information provided above are true and correct to the best of my knowledge.

NB: Any factually incorrect information will have unpleasant consequences to the applicant.

DATE.....20.....

SIGNATURE OF APPLICANT



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CERTIFICATE PROGRAMMES AVAILABLE

TWO YEARS FULL-TIME CERTIFICATE PROGRAMME

Courses of Programme

Crop Protection, Fruit Crops, Principles of Horticulture, Plant Identification, Botany, Plant Breeding, Plant Propagation, Soils and Plant Nutrition, Extension Principles, Vegetable Crops, Landscape Design, Computer Aided Design (CAD), Land Surveying, Communication Skills, Chemistry, Mathematics, Agric. Climatology, Horticultural Machinery, Elementary Statistics, Land Use Planning and Conservation, Irrigation and Drainage, Floriculture, Post-Harvest Technology, Landscape Horticulture, Business Management, Landscape Project, Economics, and Introductory Accounts.

Date: July 2017 – May 2019

THREE MONTHS CERTIFICATE PROGRAMMES

Landscape Design and Management

Course Outline: Landscape Design – site analysis, analysis of people's needs; the principles of landscape design; basic designs of gardens, parks etc; landscaping of roads and streets; preparation of plans; developing cost estimates. Land Surveying – introduction to elements of land surveying; methods of measurement; surveying and leveling; survey instruments used; land grading survey and design. Plant Identification – outline of the plant kingdom, classification, nomenclature, and identification of plants; the usage and of propagation of 85 horticultural plants.

Date: February 26 – May 25, 2018; August 14 – November 14, 2018

Floral decoration

Course Outline: Types of floral operations; job opportunities in the retail operations; history of floral design; principles of design; elements of floral design; colour theory; selections of cut flowers and greens; flower identification; flower selections; conditioning and storing cut flowers and greens; floral containers; floral foam and holding devices; using floral foam; selecting wire and wiring flowers; selecting ribbons, type of bows, tying a bow.

Date: March 26 – June 26, 2018



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Cut Flower Production and Management

Course Outline: Cut Flower Production – introduction to cut flower production, establishment of a flower farm, growing facilities, cultural practices, crop scheduling, harvesting. Management – Environmental and biological factors influencing deterioration: temperature, water loss, water uptake, respiration, growth tropisms, physiological breakdown, physical damage, pathological damage, growth regulators, pre-harvest factors, genetic factors, environmental factors, cultural practices.

Post-harvest management techniques: handling, maturity, harvesting, grading, bunching, wrapping. Pre-treatments: treatment with sugar, enhancing water uptake, preservatives, packing, temperature management.

Date: August 27 – November 27, 2018

TWO MONTHS CERTIFICATE PROGRAMMES

Nursery Practice and Management

Course Outline: Types of nurseries; nursery site selection; physical facilities in the nursery; nursery layout; soil mixtures; container production of bedding plants; pot plant production.

Date: March 26 – May 25, 2018; August 27 – October 26, 2018

Vegetable Gardening

Course Outline: A survey of vegetable production in Ghana. Suitable soils for vegetable crops. Principles of maintaining soil fertility, Rotations and crop succession. Establishment and management of a vegetable farm. The cultivation of tomato, pepper, egg plant, okro, French and Lima beans, cucumber, onion, cabbage, carrot and radish.

Date: March 26 – May 25, 2018; August 27 – October 26, 2018

Garden Maintenance

Course Outline: Aims of gardening. Conducting a landscape survey.

Garden maintenance practices: pruning and trimming, mowing, weed management, watering, garden tools, fertilizers, raking, planting techniques, planting of annuals and perennials, planting trees and shrubs, transplanting shrubs and small trees.

Date: March 26 – May 25, 2018; August 28 – October 26, 2018



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ONE MONTH CERTIFICATE PROGRAMMES

Ornamental Plant Propagation

Course Outline: Importance of plant propagation; types of plant propagation in Horticulture; propagation structures, media and containers; soil sterilization; sowing seeds in containers; seed beds and directly in the field; types of cuttings; layering and division; specialized vegetative structures – runner, bulb, corm, rhizome, offshoot and tuber; methods of grafting and budding.

Date: April 16 – May 16, 2019; July 16 – August 16, 2019

Plant Identification

Course Outline: Main features of the plant kingdom, classification, nomenclature, and identification of plants; the usage and of propagation of 85 horticultural plants.

Date: April 16 – May 16, 2019; July 16 – August 16, 2019

FIVE DAYS CERTIFICATE PROGRAMMES

Lawn Establishment and Management

Course Outline: Planning the new lawn. Planning the grade, drainage, and irrigation. Selecting and applying fertilizers. Preparation for seeding (applying starter fertilizer, finish grading). Selecting kinds of grasses and grass mixtures; seeding (covering seed, rolling, mulching); vegetative planting. Caring for newly-established turf. Renovating old turf.

Date: June 11 – 15, 2019; August 13 – 17, 2019

Beginner's Plant Propagation

Course Outline: Importance of plant propagation; types of plant propagation in Horticulture; propagation structures, media and containers; soil sterilization; sowing seeds in containers, seed beds and directly in the field.

Date: June 11 – 15, 2019; August 13 – 17, 2019

Planting New Beds and Borders

Course Outline: Conceiving the design; laying out the plans; preparing the site; choosing the best plants; renovating established beds; composting and mulching; maintenance considerations.

Date: June 11 – 15, 2019; August 13 – 17, 2019