



# UNIVERSITY OF DSM COMPUTING CENTRE, MWANZA BRANCH

We have modern and high-technology computer training facilities, highly trained and qualified ICT Staff and Standby Generator

## PROFESSIONAL TAILOR MADE COURSES TRAINING CALENDAR 2018

Tel: 028-2500815, Mob: 0713-755498, 0767-515205, 0787-024887 E-mail: [mwanza@udsm.ac.tz](mailto:mwanza@udsm.ac.tz)



1	International Computer Driving License (ICDL) Base Modules	10 days	12/02/2018	08:00-16:00	750,000.00	Secretaries, Drivers, Office Attendants, Messengers, Receptionists and other officers with similar qualifications intending to acquire internationally recognized computer skills
2	Advanced Graphics Design	5 days	12/02/2018	08:00-16:00	750,000.00	Graphics Designers, Web Developers & Administrators, ICT & Information Officers, Computer Operators, Data Managers, Marketing & Public Relations Officers and other officers who may be interested in the course
3	Geographic Information System (GIS)	5 days	19/02/2018	08:00-16:00	750,000.00	Professionals in Property Management, Land Planning & Administration, Crime Mapping & Analysis, Agriculture, Irrigation, Rural & Urban Planners, Geology, Engineering, Forestry, Environment, Transport, Utility services, Fleet Management, Marketing, Telecommunications, ICT.
4	Basics of Printers and Photocopy Maintenance	5 days	26/02/2018	08:00-16:00	600,000.00	Computer/Printer/Photocopier Operators, ICT Officers, ICT Technicians, Office Supervisors.
5	International Computer Driving License (ICDL) Intermediate Modules	10 days	05/03/2018	08:00-16:00	780,000.00	HR Officers, Project & Planning Officers, Personal & Office Management Secretaries, Administrative & Procurement Officers, Logistics Officers, Accountants & Auditors, and Other Officers intending to sharpen their computer skills
6	Keyword Filing System	5 days	19/03/2018	08:00-16:00	600,000.00	Records Management Officers, Library Officers, OMS, other officers involved with records management
7	Personnel Records Management	5 days	09/04/2018	08:00-16:00	600,000.00	Human Resource Officers, Personnel and Administration Officers
8	Electronic Records Management	5 days	23/04/2018	08:00-16:00	600,000.00	Records Management Officers, Library Officers, OMS, other officers involved with records management

Note: Confirm by payment of fee two weeks before course start date

Current updated schedule is always displayed on the website [www.ucc.co.tz](http://www.ucc.co.tz)