

UNIVERSITY OF DSM COMPUTING CENTRE

- We have modern and high-tech computer training facilities.
- We have highly trained and qualified ICT Staff.
- We offer Training Manuals.
- We have Standby Generator.
- We have competitive tuition fees, which make us the best choice **ICT Training Provider**.



TRAINING SERVICES DODOMA BRANCH

COMPUTER APPLICATIONS AND PROFESSIONAL DEVELOPMENT COURSES

13th DEC. 2016

S/N	Course Title	Course Contents	Duration	Start Dates	Time	Tuition fee & Manuals
1	Microcomputer Application	Introduction to Computer MS Word 2010 MS Excel 2010 MS Access 2010 Internet and E-mail	7 weeks 2hrs/day	19 Dec. 2016	08:00-10:00(TR1)	250,000/= Instalments: On -Reg: 150,000 3 rd - Wk: 100,000
				02 Jan. 2017	10:00-12:00(TR2)	
				16 Jan. 2017	12:00-14:00(TR1)	
				23 Jan. 2017	14:00-16:00(TR1)	
				30 Jan. 2017	10:00-12:00(TR1)	
				06 Feb.2017	12:00-14:00(TR2)	
				06 Feb.2017	16:00-18:00(TR2)	
13 Feb.2017	08:00-10:00(TR1)					
2	Advanced Microcomputer Application	Advanced Windows Advanced Word Advanced Excel Advanced Access PowerPoint	7 weeks 2hrs/day	23 Jan.2017	14:00-16:00(TR2)	300,000/= Instalments: On-Reg: 200,000 3 rd -Wk: 100,000
				06 Feb.2017		
3	Basic Of ICT Facilities Maintenance	Basic Principles for operating Printers, Photocopier and scanner. Basic parts of Printers, scanner and Photocopy machines. Setting up and connecting Printers, scanners and Photocopy. Implement Preventive Maintenance for Printers, scanner, Photocopy machines. Installation of Printers, scanners and Photocopy machines on a computer. Handling and clearing error codes in Printers, scanners, Photocopy Performing Troubleshooting process for Printers, scanners and Photocopier. Introduction to Networking.	6 days 8hrs/day	05 Dec .2016	08:00-16:00 (TR2)	600,000/=
				4weeks 4hrs/day		
4	Basic Graphics Design	Adobe Photoshop Microsoft Publisher Adobe PageMaker CorelDraw	7 Weeks 2hrs/day	23 Jan.2017 06 Feb.2017	14:00-16:00 (TR2)	350,000/= Instalments: On-Reg: 200,000 3 rd -Wk: 150,000
5	Cisco CCNA	Networking for HSB Working at SME (ISP) Routing and Switching in EN Design & Support Comp. Net.	6 Months 2hrs/day	02 Jan. 2017 March 2017	16:00-18:00 (TR2)	USD 800 Instalments: On-Reg: 300USD 3 rd -Wk: 300USD 5 th -Wk: 200USD
6	IT Essentials: PC Hardware & Software.	Computer Assembly Operating System Installation Application Software Installation Computer Troubleshooting Computer Networks & Security Customer Support Skills	2 months 4 hrs/day	02 Jan. 2016 March 2017	12:00-16:00(TR2)	USD 400 Instalments: On-Reg: 200USD 3 rd -Wk: 200USD

7	eElectronic Records Management	Principles and Practice of eRM Principle and Practice of eRM Planning, Processing and Managing records in an Electronic environment. Preserving electronics records Archiving electronic records Managing disposal of e-record	3 weeks 4 hrs/day	20 Feb. 2017	14:00-18:00 (TR2)	480,000/= Instalments: On-Reg: 280,000 3 rd -Wk: 200,000
8	Statistical Packages	Intermediate Ms Excel Statistical Package for Social Scientist (SPSS)	6 weeks 2 hrs/day	09 Jan. 2017	16:00-18:00 (TR2)	320,000/= Instalments: On-Reg: 200,000 3 rd -Wk: 120,000
9	Accounting Packages	Introduction to Tally Basic features of Tally Inventory Management Advance features of Tally Tally Financial Reports & Auditing.	6 weeks 2 hrs/day	09 Jan. 2017	16:00-18:00 (TR2)	350,000/= Instalment: On-Reg: 200,000 3 rd -Wk: 150,000
10	AutoCAD	AutoCAD basics 2D drafting Introduction to 3D modelling	5 Weeks 2hrs/day	09 Jan. 2017	14:00-16:00 (TR2)	200,000/= Instalments: On-Reg: 150,000 3 rd -Wk: 50,000
12	Web Development Application	HTML Basics Adobe Photoshop MS FrontPage Macromedia Flash	4 Weeks 4hrs/day	20 Feb. 2017	16:00-18:00 (TR1)	300,000/= Instalments: On-Reg: 200,000 2 rd -Wk: 100,000
13	MS Project	<ul style="list-style-type: none"> • Understand basic Project concepts • Correctly define project working time & project calendars • Create tasks for a project • Create summary tasks and subtasks • Enter and assign resources • Produce and format the Gantt chart 	1 Weeks 8hrs/day	06 Feb. 2017	08:00-16:00 (TR1)	450,000/=

We also offer Tailor Made courses depending on your needs

Contact us at Tel: 255 26 2322217.

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Kwa Maswali kuhusuVyeti kwa wahitimu: Tafadhali piga simu-0755-557745, 0715-557745

BANK INFO: Bank Name: - CRDB Dodoma

Account Name: - University of DSM Computing Centre

Account Number: - 01J1020063301

MUHIMU: Hakikisha uwepo wa nafasi katika darasa kabla ya kulipa ada.

Ada ikilipwa hairudishwi wala haiamishiwi kwa mtu mwingine.

Pia darasa linaweza kuahirishwa kama idadi ya wanafunzi haijaitimia.