

## 6.0 BASIC GRAPHICS DESIGN

### A. Contents

- Adobe Photoshop CS6
- Microsoft Publisher 2010
- Adobe PageMaker 6.0
- CorelDraw 12

### B. Duration

- 6 Weeks - Monday to Friday

### C. Tuition Fee

- Tshs: 350,000.00/-

## 7.0 TALLY ACCOUNTING PACKAGE

### A. Contents

- Introduction to Tally
- Tally Basic Features
- Company Management
- Accounting Management
- Inventory Management
- Tally Advanced Feature
- Tally Financial Reports and Auditing

### B. Duration

- 6 Weeks - Monday to Friday

### C. Tuition Fee

- Tshs: 350,000.00/-



### NOTE:

Tuition Fee for each course covers; Training, Manuals and Certification

For more information please contact

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University of Dar Es Salaam  
Computing Centre



**DODOMA BRANCH**



## Regular Courses



**DON'T BE STRESSED!!**

Become a Competent  
Computer user with  
UCC!

## 1.0 MICROCOMPUTER APPLICATION

### A. Contents

- Computer Essentials using Windows 7
- Word Processing using MS Word 2010
- Spreadsheet using MS Excel 2010
- Online Essentials
- Databases with MS Access 2010

### B. Duration

- 7 Weeks - Monday to Friday

### C. Tuition Fee

- Tshs: 250,000.00/-



## 2.0 ICDL BASE MODULE

### A. Contents

- Computer Essentials using Windows 7
- Word Processing using MS Word 2010
- Spreadsheet using MS Excel 2010
- Online Essentials
- Taking ICDL Tests for Certification

### B. Duration

- 6 Weeks - Monday to Friday

### C. Tuition Fee

- Tshs: 250,000.00/-
- Tshs: 80,000.00/- (For Exams Only)

### D. Exams Fee

- Usd: 70.00/-

## 3.0 ADVANCED MICROCOMPUTER

### A. Contents

- Advanced Windows using Windows 7
- Advanced Microsoft Word 2010
- Advanced Microsoft Excel 2010
- Advanced Microsoft Access 2010
- Presentation in MS PowerPoint 2010

### B. Duration

- 7 Weeks - Monday to Friday

### C. Tuition Fee

- Tshs: 300,000.00/-

## 4.0 ICDL INTERMEDIATE MODULE

### A. Contents

- Presentation in MS PowerPoint 2010
- Databases with MS Access 2010
- Online Collaboration
- IT Security
- Project Planning with MS Project

### B. Duration

- 7 Weeks - Monday to Friday

### C. Tuition Fee

- Tshs: 250,000.00/-
- Tshs: 80,000.00/- (For Exams Only)

### D. Exams Fee

- Usd: 75.00/-

## 5.0 BASICS OF OFFICE MACHINES

### A. Contents

- Basic Principles for operating Printer, Photocopier, Scanner and Facsimile
- Basic Parts of Printer, Photocopier, Scanner and Facsimile
- Setting up and Connecting Printer, Photocopier, Scanner and Facsimile.
- Installation of Printer, Photocopier and Scanner on the Computer
- Implement the Preventive measures for Printer, Photocopier, Scanner and Facsimile.
- Handling and Clearing Error Codes on Printer, Photocopier, Scanner and Facsimile.
- Performing Troubleshooting process for Printers, scanners & Photocopier.

### B. Duration

- 4 Weeks - Monday to Friday
- 10 Days - For 8 Hrs/ Day

### C. Tuition Fee

- Tshs: 350,000.00/-
- Tshs: 600,000.00/- (For 10 days)

