



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

28th FEB. 2016

S/N	Course Title	Course Contents	Duration	Start Dates	Time	Tuition fee & Manuals
1	Microcomputer Application	<ul style="list-style-type: none"> ▪ Introduction to Computer ▪ MS Word 2007 ▪ MS Excel 2007 ▪ MS Access 2007 ▪ Internet and E-mail 	7 weeks 2hrs/day Mon/Fri	01 Feb. 2016	08:00-10:00 (TR 1)	250,000/= Instalments: On -Reg: 150,000 3 rd -Wk: 100,000
				15 Feb. 2016	10:00- 12:00 (TR 1)	
				29 Feb. 2016	10:00- 12:00 (TR 3)	
				14 Mar.2016	12:00-14:00 (TR1)	
				28 Mar.2016	08:00-10:00 (TR1)	
2	Advanced Microcomputer Application	<ul style="list-style-type: none"> ▪ Advanced Windows ▪ Advanced Word ▪ Advanced Excel ▪ Advanced Access ▪ PowerPoint 	7 weeks 2hrs/day	29 Feb.2016	14:00-16:00 (TR1)	300,000/= Instalments: On-Reg: 200,000 3 rd -Wk: 100,000
3	Basic Of ICT Facilities Maintenance	<ul style="list-style-type: none"> ▪ Basic Principles for operating Printers and Photocopy machines. ▪ Basics parts of Printers and Photocopy machines ▪ Setup and connecting Printers and Photocopy ▪ Preventive Maintenance in Printers and Photocopy machines. ▪ Installing Printers and Photocopy machines ▪ Handling and clearing error codes in Printers and Photocopy Machines ▪ Troubleshooting Printers and Photocopy machines 	6 days 10hrs/day	14 Mar, 2016	08:00-16:00 (TR2)	450,000/=
4	Basic Graphics Design	<ul style="list-style-type: none"> ▪ Adobe Photoshop ▪ Microsoft Publisher ▪ Adobe PageMaker ▪ CorelDraw 	7 Weeks 2hrs/day	08 Feb.2016	14:00-16:00 (TR1)	350,000/= Instalments: On-Reg: 200,000 3 rd -Wk: 150,000
5	Cisco CCNA	<ul style="list-style-type: none"> ▪ Networking for HSB ▪ Working at SME (ISP) ▪ Routing and Switching in EN ▪ Design & Support Comp. Net. 	6 Months 2hrs/day	22 nd Feb. 2016	16:00-20:00 (TR3) (In collaboration with DCIT)	USD 800 Instalments: On-Reg: 300USD 3 rd -Wk: 300USD 5 th -Wk: 200USD
6	IT Essentials: PC Hardware & Software.	<ul style="list-style-type: none"> ▪ Computer Assembly ▪ Operating System Installation ▪ Application Software Installation ▪ Computer Troubleshooting ▪ Computer Networks & Security ▪ Customer Support Skills 	2 months 2 hrs/day	22 nd Feb. 2016	8:00-12:00 (TR2)	USD 400 Instalments: On-Reg: 200USD 3 rd -Wk: 200USD
					16:00-20:00 (TR2) (In collaboration with (CCIT))	

7	eElectronic Records Management	<ul style="list-style-type: none"> 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	30 th May. 2016	14:00-18:00 (TR2)	480,000/= Instalments: On-Reg: 280,000 3 rd -Wk: 200,000
8	Statistical Packages	<ul style="list-style-type: none"> Intermediate Ms Excel Statistical Package for Social Scientist (SPSS) 	5 weeks 2 hrs/day	11 April 2016	14:00-16:00 (TR1)	320,000/= Instalments: On-Reg: 200,000 3 rd -Wk: 120,000
9	Accounting Packages	<ul style="list-style-type: none"> Introduction to Tally Basic features of Tally Inventory Management Advance features of Tally Tally Financial Reports & Auditing. 	6 weeks 2 hrs/day	01 Feb. 2016 13 Jun, 2016	14:00-16:00 (TR1) 16:00-18:00 (TR1)	350,000/= Instalment: On-Reg: 200,000 3 rd -Wk: 150,000
10	AutoCAD	<ul style="list-style-type: none"> AutoCAD basics 2D drafting Introduction to 3D modelling 	5 Weeks 2hrs/day	07 Mar, 2016	16:00-18:00 (TR2)	200,000/= Instalments: On-Reg: 150,000 3 rd -Wk: 50,000
11	PRE-ENTRY (For CIT-NTA4)	<ul style="list-style-type: none"> Foundation Mathematics Communication Skills Computer Studies 	10 Weeks 4hrs/day	21 st Mar. 2016	08:00-12:00 (TR3 & 4)	350,000/= Instalments: On-Reg: 200,000 3 rd -Wk: 150,000
12	Web Development Application	<ul style="list-style-type: none"> HTML Basics Adobe Photoshop MS FrontPage Macromedia Flash 	3 Weeks 8hrs/day	07 Mar, 2016	08:00-16:00 (TR1)	400,000/= Instalments: On-Reg: 200,000 2 nd -Wk: 200,000
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	28 Mar. 2016	08:00-16:00 (TR1)	450,000/=

We also offer Tailor Made courses depending on your needs

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Kwa Maswali kuhusu Vyeti 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.