

# SHORT COURSES AND PROFESSIONAL COURSES

## CISCO ACCREDITED COURSES

### IT Essential I & II

#### Course Content:

- ✓ Define information technology (IT) and describe the components of a personal computer
- ✓ Describe how to protect people, equipment, and the environment from accidents, damage, and contamination
- ✓ Perform a step-by-step assembly of a desktop computer
- ✓ Explain the purpose of preventive maintenance and identify the elements of the troubleshooting process
- ✓ Install and navigate an operating system
- ✓ Upgrade or replace components of a laptop based on customer needs
- ✓ Describe the features and characteristics of mobile devices
- ✓ Configure computers to connect to a network
- ✓ Install and share a printer
- ✓ Implement basic hardware and software security principles
- ✓ Apply good communication skills and professional behavior while working with customers
- ✓ Perform preventive maintenance and advanced troubleshooting
- ✓ Assess customer needs, analyze possible configurations, and provide recommendations

#### Course Duration:

8 Weeks - 2 Hours per Day, Monday to Friday

Course fee: TSH 390,000/=

### Get connected

#### Course Content:

- ✓ Computer Basics
- ✓ Files and Directories
- ✓ All about the Internet
- ✓ Exploring the Human Network - Create and use various types of social media accounts, including Facebook, LinkedIn, and YouTube
- ✓ Keep Yourself Connected - Identify common problems and implement simple solutions for hardware, software, and networks

#### Course Duration:

3 Weeks - 2 Hours per Day, Monday to Friday

Course fee: TSH 90,000/=

## **Technopreneurship**

### **Course Content:**

- ✓ Module 1 Technopreneurship?
- ✓ Module 2 Imagine Like a Technopreneur
- ✓ Module 3 Think Like a Technopreneur
- ✓ Module 4 A Great Idea or a Wonderful Opportunity
- ✓ Module 5 Protecting and Running Your Own Business
- ✓ Module 6 You and Your Business Are Ready
- ✓ Module 7 You, Your Business, and the Market

### **Course Duration**

3 Weeks - 2 Hours per Day, Monday to Friday

Course fee: TSH 90,000/=

## **OTHER SHORT COURSES**

### **Basic Computer Applications**

#### **Course Content:**

- ✓ Introduction to Computer
- ✓ Ms word
- ✓ Ms Excel
- ✓ Ms Publisher
- ✓ Ms Power Point
- ✓ Internet and Email

#### **Course Duration**

5 Weeks - 2 Hours per Day, Monday to Friday

Course fee: TSH 172,000/=

### **Advanced Computer Applications**

#### **Course Content:**

- ✓ Advanced Windows
- ✓ Advanced Ms Word
- ✓ Advanced Ms Excel
- ✓ Advanced Ms Access
- ✓ Technopreneurship

#### **Course Duration**

5 Weeks - 2 Hours per Day, Monday to Friday

Course fee: TSH 250,000/=

### **Graphic Design**

#### **Course Content:**

- ✓ Adobe Photoshop CS6
- ✓ Adobe InDesign CS6
- ✓ Adobe Illustrator CS6
- ✓ **Course Final Project**

#### **Course Duration**

5 Weeks - 2 Hours per Day, Monday to Friday

Course fee: TSH 350,000/=

# Computer Maintenance & Repair

## Course Content:

- ✓ Lesson 1: Computer Components & Accessories
- ✓ Lesson 2: Computer Power Repair
- ✓ Lesson 3: Frozen Computer Screen Repair
- ✓ Lesson 4: Repairing a Slow Computer
- ✓ Lesson 5: Repairing Errors
- ✓ Lesson 6: Printer/Scanner Troubleshooting
- ✓ Lesson 7: Basic Computer Software Troubleshooting
- ✓ Lesson 8: Basic Network Troubleshooting

## Course Duration

8 Weeks - 2 Hours per Day, Monday to Friday

Course fee: TSH 390,000/=

# Data Analysis with SPSS

## Course Objectives:

With SPSS, you can generate decision-making information, effectively present your results with high-quality tabular and graphical output, share results with others using a variety of reporting methods, make smarter decisions more quickly by uncovering key facts, patterns, and trends.

## Course Content:

- ✓ Questionnaire Design
- ✓ Data Collection
- ✓ Questionnaire Coding
- ✓ Data Analysis
  - Qualitative & Quantitative Analysis
  - Data Cleaning
  - Univariate & Multivariate Analysis
  - Hypothesis Testing
- ✓ Output Interpretation

## Target Group

Undergraduate Students, Postgraduate Students, Masters Students and Researchers

## Course Duration

5 Weeks - 2 Hours per Day, Monday to Friday

Course fee: TSH 300,000/=

# Graphic design and Website Development

## Course Objectives:

- To provide Basic Graphics & Web Design skills and knowledge which will enable learner to design a website?
- To provide skills in uploading websites, maintaining and updating online website.

## Course Content:

Website Development shall be done basing on

- ✓ HTML & CSS
- ✓ Dreamweaver
- ✓ Adobe Illustrator CS6
- ✓ Adobe Flash Pro

## Course Duration:

8 Weeks - 2 Hours per Day, Monday to Friday

Course Fee: 400,000/=

## Basics of Microsoft Project

### At course completion

After completing this course, students will be able to:

- ✓ Create and manage simple projects.
- ✓ Enter and manage tasks.
- ✓ Work with a project calendar.
- ✓ Add and manage project resources and work with the resource sheet.
- ✓ Create basic reports for your project.

## Course Content:

Module 1: Components of a Project

Module 2: Getting Around Microsoft Project

Module 3: Calendars

Module 4: Working with Tasks

Module 5: Creating and Working with Resources

Module 6: Managing a Project

3 Weeks - 2 Hours per Day, Monday to Friday

Course Fee: 350,000/=

## Advanced Microsoft Project

### Course Objectives

After completing this course, students will be able to:

- ✓ Manage an existing Microsoft Project 2016 project plan
- ✓ Update a project plan to reflect progress as you execute the project
- ✓ Monitor project progress in the project plan
- ✓ Adjust the project plan to control constraints
- ✓ Create project reports to share a project's status
- ✓ Customize project settings and share customizations with other projects

**Course Content:**

Module 1: Executing a Project  
Module 2: Monitoring Project Progress  
Module 3: Controlling a Project Plan  
Module 4: Reporting on Progress  
Module 5: Customizing the Application

**Course Duration:**

4 Weeks - 2 Hours per Day, Monday to Friday

Course Fee: 400,000/=

**Digital Marketing and Social Media Strategy**

This digital marketing course will teach you how to reach the right audience by mastering internet marketing skills related to targeting, personalisation, and crafting a cross-platform brand narrative.

**Course Content:**

Module 1. Introduction to Digital Marketing.  
Module 2. Search Engine Optimization (SEO)  
Module 3. Email Marketing  
Module 4. Social Media Marketing.  
Module 5. Mobile Marketing

**Course Duration:**

5 Weeks - 2 Hours per Day, Monday to Friday

Course Fee: 400,000/=