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 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/=

For more information Contacts:

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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

Course Duration:
5 Weeks - 2 Hours per Day, Monday to Friday
Course fee: TSH 250,000/=

Graphic Design

Course Content:

- Adobe Photoshop
- Adobe InDesign
- Adobe Illustrators
- Course Final Project

Course Duration:
5 Weeks - 2 Hours per Day, Monday to Friday
Course fee: TSH 350,000/=

Computer Maintenance and Repair

Course Content:

- Lesson 1: Computer Components and 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 a & Quantitative Analysis
- Data Cleaning
- Univariate & Multivariate Analysis
- Hypothesis Testing

Output Interpretation
Threat 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/=

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, personalization, and crafting a crass-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/=

The Open University of Tanzania

INSTITUTE OF EDUCATION AND MANAGEMENT TECHNOLOGIES (IEMT)

Short Courses and Professional Courses

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