



Venue: Tanzania Global Development Learning Centre

For more information contact:

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BASIC COMPUTER APPLICATION COURSE

Highly experienced, friendly and flexible computer course instructors across all computer levels and age groups. Outstanding reputation in conducting Distance Learning Programs, including Web - based courses. Powerful server linked to all computers with standby generator. Participants can enjoy training in decent air conditioned and sound proof rooms. Customer oriented satisfaction, Integrity, respect and honest all the time. Empower Tanzanians to self-development by availing access to new frontiers of knowledge.

Course Objective:

The main objective of the computer courses is to provide a general understanding and equip participants with basic and advanced skills in computer applications that would assist them in undertaking more challenging tasks that require computer knowledge.

Course Content will be:

To provide enhanced skills for effective and productive *Word Processing (MS Word)* in business environment, *Introduction to Computers* – know basics of computer; *Microsoft Excel* – learn the basic functions of spreadsheet and how to create simple functions; *MS PowerPoint* – know basic functions of PowerPoint presentations; *Internet* – know basically how to use internet and search for information and *Email* – know how to create email and the use of email in communication.

Target Group:

Computer illiterate workers, University students with no computer background, ex. form four and six students etc

Eligibility:

All candidates interested in acquiring or sharpening their computer skills with the aim of overcoming challenging environment of computer applications in different social settings.

Dates:

15th — 26th February, 2010; 8th – 19th March, 2010;
12th – 23rd April, 2010 and 3rd -14th May, 2010..

Time:

09:00am -12:00 Noon (*Monday – Friday*)

Certification:

Certificates of attendance will be issued to candidates upon completion of the Course.

The Course Fees:

TShs. 200,000/=