



Don't Miss! Exciting Global Learning Events at the TGDLC!
Computer Application Courses

A. Basics of Computer Troubleshooting

In this session you would be exposed to PC troubleshooting gear! Participants will learn how hardware, BIOS (basic input/output system), and the operating system work together, and what can happen if they don't. You'll also find out which tools you need to do your own PC repair, and learn how to use several handy utilities for gathering information about your system and its functionality.

B. Professional Presentation

Purpose: To introduce participants to the concept business presentation.

Expected Skills:

- Business presentation practises
- Creation of presentations
- Working with slides
- Formatting and customisation of presentation
- Running a slide show

C. Microsoft Share Point

Purpose: To introduce participants to the Microsoft SharePoint on their business values.

Specific Skills: This series of lessons on SharePoint is intended to help you understand the capabilities of the product, as well as provide tips and tricks, development ideas, information from Microsoft, information from the community, and perhaps some samples. It will include how-to-process articles that can help you with your deployments; ways to customize a page; deployment scenarios; and content management.

D. Microsoft Project

Microsoft Project is the world's most popular project management software developed and sold by Microsoft. The application is designed to assist project managers in developing plans, assigning resources to tasks, tracking progress, managing budgets and analysing workloads. Microsoft Project creates critical path schedules, although a critical chain third-party add-ons is available from ProChain and Spherical Angle.

Fee: 300,000 TZS per participant to cover all 4 course modules above. The fees cover tuition, course material, certification and light refreshments.

Venue: TGDLC

Date: To be agreed by respective clients

Enroll your officers and/or yourself as soon as possible to secure a place for the allocated 20 vacancies for each category

For more information Contact:

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Linking the world through Learning!