

LIST OF SHORT COURSE PROGRAMMES FOR THE YEAR 2019

SN	COURSE NAME	COURSE OBJECTIVES	TARGET GROUP	DURATION	STARTING DATE	FEE
1	Basic Computer Application Skills	To provide participants with necessary skills in; - Computer essentials - Ms Word - Ms Excel 2010 - Ms Access 2010 - Online essentials	Form IV,VI, college students and any other interested person	6 weeks 2hrs/day Monday- Friday	5 August, 2019	200,000/=
2	Basic Graphic Design	To provide skills in - Designing principles - Ms Publisher - Adobe Photoshop - Adobe page Maker - Corel Draw	Any person with computer knowledge	6 weeks 2hrs/day Monday- Friday	5 August, 2019	250,000/=
3	Computerized Accounting Packages	To equip accountants with skills on inventory management, financial reports and Auditing using - Tall = 170,000@ - Quick book	Accountants from public and private institutions and any other students specialized in Accounting & Finance	4 weeks 2 hrs/day Monday- Friday	August, 2019	300,000/= Full packages, 170,000/= one package
4	Statistical Package for Social Sciences (SPSS and STATA)	To provide skills on Quantitative data analysis using SPSS for social sciences and STATA for econometric models - SPSS = 120,000@ - STATA=120,000@	Post graduate students and Lecturers	3 weeks 2 hrs/day Monday- Friday	8 August, 2019	200,000/= Full package 120,000/= per package
5	Clearing and Forwarding	To provide skills on various aspects of clearing and forwarding.	Procurement officers and any other interested person	6 weeks 2 hrs/day Monday- Friday	Depending on the number of students	200,000/=
6	Basic English and Public Communication Skills	To develop accuracy and fluency in speaking and writing skills	Any person who wishes to improve English language skills	10 weeks 2 hrs/day Monday- Friday	5 August, 2019	100,000/=



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7	Customer care and Hospitality	To equip participants with skills on customer care and hospitality	Officials from public institutions, Workers from private companies, Hotel attendants, Health workers, filling stations etc	2 weeks 2 hrs/day Monday- Friday	Depending on the number of students	50,000/=
8	Entrepreneurship and Business Skills	To provide knowledge on business planning skills, book keeping and entrepreneurship skills	New entrepreneurs, Business managers and other interested groups	6 weeks 2 hrs/day Monday- Friday	Depending on the number of students	50,000 - 150,000/=
9	Office practice and Record Management	To equip participants with knowledge on office practice and record keeping skills	Graduates and officials from public institution and office attendants and any other interested groups	6 weeks 2 hrs/day Monday- Friday	Depending on the number of students	50,000 normal class 100,000/= Executive class
10	Project writing and Management Skills	To equip participants with knowledge on a wide variety project proposal development and management strategies	Project managers, associate/assistant project managers, project executives and project developers and any other person who wishes to start up a project	10 weeks 2 hrs/day Monday- Friday	August 2019	500,000/=
11	Job seeking Skills (Workshop)	To equip participants with skills on job seeking, securing, application letter writing skills and interview skills	All undergraduate and post graduate candidates and any other job seeker	3 days		20,000/=
12	Basic Law Skills	To provide knowledge and skills on various law procedures in business, land ownership, bequest etc	Any person who wishes to have knowledge pertaining to various law aspects	6 weeks		200,000/=