



# VOCATIONAL EDUCATION AND TRAINING AUTHORITY

## KIPAWA INSTITUTE OF INFORMATION AND COMMUNICATION TECHNOLOGY

### SHORT COURSE SCHEDULES



S/N	Course Name	Course Code	Target group	Objectives	Carrier /Job	Progression	Duration	Certification	Timing	Start Dates	Fees (TZS)
1	Computer Application for beginners	IT01	STD VII, form four, form six and above	After completion of this course, you will acquire basic skills in :- Introduction to computer & windows Microsoft Word, Microsoft Excel , Microsoft Publisher, Internet & Emails	Typist, data /records clerk , publishing	Qualified to join, professional programs	7 weeks	Practical testing	<b>Mon - Frid</b> 2hours/day 8:00 - 10:00 10:00-12:00 12:00-14:00 14:00-16:00 16:00-18:00 18:00-20:00	24-Feb-14 27-Jan-14 2-Sep-14 5-Aug-13 25-Nov-13 28-Apr-14	165,000/=
2	Advanced computer application	IT02	STD VII, form four, form six, literary of compute, and above	After completion of this course, you will acquire skills in:- Advanced Ms Windows and File Management Advanced Ms word Advanced Ms Excel Advance Ms.Access Ms. Power point	Typist, data /records clerk ,desktop publishing specialist, personal secretary.	Qualified to join, professional programs such as Pc-maintenance certificate, IT essentials, Cisco programs and Ms Advanced programs	8 weeks	Practical testing	2hrs/day, 16:00-18:00	23-Sep-13	215,000/=
3	Graphic design and video production	IT04	STD VII, form four, form six with literary of computer and above	After completion of this course, you will acquire basic skills in: determining the masage the design should potray, planning, designing, developing and presenting graphics, visual , audio products, illustration and logos , create design using computer software.	Graphic designer, video producer	Qualified to join advanced level in graphics and video production at any institute/college	8 weeks	Practical testing	2hours/day 16:00-18:00	26-Aug-13	315,000/=
4	Graphic Design	IT03	STD VII, form four, form six with literary of computer and above	After completion of this course, you will acquire basic skills in: determining the masage the design should potray, planning, designing, developing and presenting graphics, illustration and logos , create design using computer software.	Graphics Designer	Qualify to join Advanced Level in Graphics Design	8 weeks	Practical testing	2 hrs/day, 14:00- 16:00	26-Aug-13	215,000/=
5	Website development course	IT05	STD VII, form four, form six, computer literate, and above	After completion of this course, you will acquire skills in designing website using HTML, Namo Web Editor, Adobe Dreamweaver, Adobe Flash	Web Designer	Qualify to join Advanced Web Design	8 weeks	Practical testing	2 hrs/day, 16:00-18:00	23-Sep-13	215,000/=
6	Advanced web development	IT06	Form four, form six, computer literate, and who are interested in web programming	After completion of this course, you will be able to design both static and dynamic websites using programming language:- PHP & MySQL	Web Designer, Web Administrator	Qualified to join Professional Courses in Web Design	8 weeks	Practical testing	2 hrs/day, 18:00- 20:00	23-Sep-13	315,000/=

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7	<b>PC- Maintenance and Networking</b>	<b>IT07</b>	STD VII, form four, form six, certificate of application course, and above	After completion of this course, participant will acquire basic skills in :- Basic concepts of Information Technology, Computer peripheral I/O devices and connection ports, systems boots and BIOS setup configuration, systems components upgrading and repairs, basic system troubleshooting, preventive maintenance technique Fundamental of Operating systems Software and troubleshooting, printer installation and configuration, security issues, viruses and their effects Basic concepts of network, network protocol, network hardware devices, network cabling, network topology, network operating systems, network address, basic network troubleshooting, maintenance and repair	Pc - and Network technician	Qualified to join IT essentials and	8 weeks	Practical testing	2 hrs/day, 14:00 -16:00	2-Sep-13	<b>315,000/=</b>
8	<b>Advanced PC-Maintenance with Electronics</b>	<b>IT08</b>	STD VII, form four, form six, certificate of application course, and above	After completion of this course, participant will acquire basic skills in :- Advanced system upgrading, Advanced computer system troubleshooting, Data back-up and data recovery, Advanced Operating Systems Software troubleshooting, Laptop troubleshooting methods, Advanced printer Building IC Circuits, Servicing data communication systems, servicing power back-up equipment, Managing workshop	PC Technician	Qualify to join IT essentials, Cisco Network courses, and Advanced Electronics	12 weeks	Practical testing	2 hrs/day, 18:00 -20:00	26-Aug-13	<b>415,000/=</b>
9	<b>Basic maintenance of Electronic Equipment</b>	<b>EC01</b>	STD VII, form four, form six, and above but with electrical installation is an added advantage	After completion of this course, you will be able to maintain:- Power supply, amplifiers and Inverter.	power supply, amplifier and inverter maintenance artisan	Qualify to join specialized Electronic courses.	12 weeks	Practical testing	3 hrs/day, 15:00- 18:00	02-Dec-13	<b>215,000/=</b>
10	<b>Electrical Installation for Beginners</b>	<b>EL03</b>	STD VII, form four, form six, and above	After completion of this course, you will be able to maintain:- Interpret various Electrical Network, Design Various Electrical Circuit, Install and wire Electrical Circuit, Testing the Circuit, Troubleshooting Electric Circuit	Electrician	Qualify to join Intermediate Electrical Courses	12 Weeks	Practical testing	2 hrs/day, 15:00- 17:00	22-Jul-13	<b>215,000/=</b>
10	<b>Advanced Electrical and Automation control</b>	<b>EL01</b>	STD VII, form four,	After completion of this course, you will be able to perform:- design, install, and trouble shoot AC and DC machines, supervise subordinates.	Electrical Generator, motor, transformer artisan	Qualified to join specialized courses such as PLC	8 weeks	Practical testing	3 hrs/day, 14:00-17:00	26-Aug-13	<b>315,000/=</b>
11	<b>Introduction to PLC practices</b>	<b>EL02</b>	form four, six and above with Industrial experiences in electrical/electronics	After completion of this course, you will be able to perform:- basic design of control circuit, program and trouble shoot using PLC.	PLC artisan,	Qualified to join professional courses in PLC.	12weeks	Practical testing	2 hrs/day, 17:00-19:00	30-Sep-13	<b>315,000/=</b>

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12	Data Analysis with SPSS	IT09	Form four, form six, researchers, Higher Learning Students	After completion of this course, you will be able to perform:- Questionnaire Design, Data collection methods, Sampling techniques, Data analysis, Qualitative & Quantitative analysis, Data cleaning, Univariate & Multivariate analysis, Hypothesis testing, Output interpretation	Quantitative and Qualitative Data Analyst	None	8 weeks	Practical testing	2 hrs/day, 16:00 -18:00	23-Sep-13	265,000/=
13	English Language for Beginners	RS01	STD VII, form four, form six, and above	At the end of this course the participants will have good ability to communicate in English very smoothly, good in debating, oral conversation and written skills	A bridge to other courses: Tour guide, Hotel Management, House Keeping, English medium teacher	Qualify to join English Language intermediate stage	8 weeks	Written and Oral Test	2hrs/day 16:00-18:00	23-Sep-13	215,000/=
14	AutoCAD	IT010	Form four, form six, and above	At the end of this course the participants will be able to make different simple and complex architectural drawing	A professional course for Archtech and Engineers	none	4 weeks	Practical test	2hrs/week 16:00-18:00	23-Sep-13	315,000/=

PAY FEE THROUGH

CRDB BANK ACOOUNT No: 0150007628892

**OR**

M-PESA ACOUNT, BUSINESS No: 750750

1. Kupata Menu ya M-Pesa piga (For M-Pesa Menu Call): \*150\*00#
2. Chagua menu namba 4  
Malipo (Payments)
3. Chagua menu namba 1  
Weka namba ya Kampuni (Enter Business No.)
4. Weka namba ya kumbukumbu (Enter Business No, please): 750750
5. Weka Namba ya Kumbukumbu ya malipo (Enter reference No.): Hapa ingiza Jina la Mwanafunzi na code ya Kozi (course code) - **Mfano. Sharifa Hemedi IT01**
6. Ingiza kiasi (Enter Amount) - **Mfano. 165,000**
7. Ingiza namba ya SIRI (Enter PIN)
8. Bonyeza 1 kuthibitisha (Press 1 to confirm)