

Working people always have a challenge in getting time to upgrade or brush up their skills. We are now providing a day or two programs for busy people with reasonable fee. Book early to reserve your seat and enjoy an early enrollment discount.

SN	Program Name	Duration (7 Hrs/Day)	Cost (Tzs.)	Training Dates
1	Advance MS Word	1 Day	150,000	4 th or 5 th July
2	Advance MS Excel	1 Day	150,000	4 th or 5 th July
3	Advance MS Power Point	1 Day	100,000	4 th or 5 th July
4	Database - MS Access	2 Days	150,000	4 th and 5 th July
5	Macros Programming in Excel	2 Days	150,000	4 th and 5 th July
6	Finance for Non Finance Professionals	2 Days	150,000	4 th and 5 th July
7	Presentation Skills	1 Day	75,000	4 th or 5 th July
8	Selling Skills	1 Day	75,000	4 th or 5 th July
9	Tally MIS Reports Only	1 Day	100,000	4 th or 5 th July

Courses shall be conducted continuously every Friday and/or Saturday
 Payment : 100% Advance to book the session.

Training Material & Certificates : To be provided by us to all participants

Sessions:

Session 1	: 09:00 a.m. - 11:00 a.m.
Session 2	: 11:15 a.m. - 01:15 p.m.
Lunch Break	: 01:15 p.m. - 02:00 p.m.
Session 3	: 02:00 p.m. - 03:30 p.m.
Session 4	: 03:45 p.m. - 05:15 p.m.

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