

# The University of Dodoma

Office of the Deputy Vice-Chancellor Academic, Research  
and Consultancy



## College of Informatics and Virtual Education Department of Electronics and Telecommunication Engineering (ETE) Short course on ICT Proficiency (IPC)

### 1.0. Introduction

This short course aims at equipping students, small-scale entrepreneurs, and individuals with an interest in practical skills on how to use computers to enhance efficiency and effectiveness in their day-to-day activities and hence add comfort and reliability to whatever they do. It also focuses on building the capacity of individuals to use ICT as a self-empowering tool in the current competitive market economy.

### Learning Outcomes

The course has been planned to equip learners with knowledge, skills, and attitudes of using computer hardware and application programs. Specifically, the course seeks to;

1. Equip participants with skills to use computers to perform various activities
2. Equip participants with skills in using Microsoft Office Word, PowerPoint, and Excel
3. Equip participants with skills on how to use the internet (Emails and search engines) and management of social media such as Twitter, Facebook, and Instagram
4. Equip participants with skills on how to protect personal computers, information, and/or data from harm.

5. Equip participants with advanced knowledge of Microsoft Excel
6. Equip participants with graphic design and general computer maintenance skills.

## **2.0. Target Group**

The course is intended for UDOM students, UDOM staff, in-service teachers, form four/form six leavers, and other professionals.

## **3.0. Date**

Registration deadline: 18<sup>th</sup> April 2025

Course dates: From 19<sup>th</sup> April 2025 to 18<sup>th</sup> May 2025 (11 sessions). You are required to select one session from available sessions.

### **Available sessions per week.**

- 1. Session 01: Saturday from 1400 - 1800 and Sunday from 1000- 1400 CIVE LAB 03**
- 2. Session 02: Saturday from 0900 - 1300 and Sunday from 1430 - 1830 COED Computer Lab**

## **Fee and Mode of Payment**

**Course fee:** 150,000/= Tsh: For all participants,  
All payments should be deposited in the following bank account;

**Bank Name:** CRDB

**Name:** UDOM CONSULTANCY AND SPECIAL PROGRAM

**Account Number:** 01J1082491700

**Payment for Short Course on ICT Proficiency (IPC)**

## **4.0. Course Content**

### **4.1. IPC basic topics**

- i. Computer basics and Operating Systems Management
- ii. Basics of the internet and social media
- iii. Microsoft Word 2019.
- iv. Microsoft PowerPoint 2019.
- v. Microsoft Excel 2019.
- vi. Microsoft Publisher 2019
- vii. Artificial Intelligence (AI) programs

## **5.0. Method of Delivery**

The course will be delivered through Workshops and practical sessions in computer labs.

## **6.0. Prerequisites/Eligibility**

It is expected that participants should be graduates of primary education or above

## 7.0. Certification

All participants will be awarded certificates of participation at the end of the course

## 8.0. Mode of Application

Application/registration should be made using an online form through this link: <https://forms.gle/34g3AXWvuSD1TYYx7> or scan QR code below.



## 9.0. Location/Venue

The course will be conducted in the Computer Laboratory (Lab 6 and Lab 7) found in the College of Informatics and Virtue Education (CIVE), Computer Lab Coed and Computer Lab College of Natural Science (CNMS).

## 10.0. Registration and Inquiries

- i. **Course coordinator:** Mr. Frederick Julius Msangi.  
Department of Education Psychology and Curriculum Studies (EPCS)  
**Mob:** 0655637188  
Email: [msangimsangi@gmail.com](mailto:msangimsangi@gmail.com)

Cc all inquiries and registration to:  
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[florencherashidi@gmail.com](mailto:florencherashidi@gmail.com)