



THE UNITED REPUBLIC OF TANZANIA
INSTITUTE OF ACCOUNTANCY ARUSHA



SHORT COURSE ANNOUNCEMENT
ON
OFFICE MANAGEMENT AND COMPUTER SKILLS

(01st - 05th July 2019 - IAA Arusha Campus, Arusha)

1.0 COURSE BACKGROUND

In any modern office Management and Computer skills are crucial to the success of office operations. Most executive assistants face challenges when assigned tasks needing management and computer skills. This course is designed to train basic management and computer skills in the office suite. It will be a practical course where participants will be able to practice the trained skills to ensure that by the end of the course they are competent enough.

2.0 LEARNING OUTCOMES

At the end of the course, participants will be able to learn:

- Understand the overview of office operations.
- Work with advanced techniques of managing large word processed documents (eg creating table of contents, mail merge, tracking changes, citation and referencing etc).
- Work with advanced features of manipulating data in spreadsheets. (eg working with graphs, tables, linking of work sheets to work sheet and work sheet to other documents, data analysis, data exporting etc).
- Manage office records systematically
- Officially communicate using emails and the internet in general

3.0 TARGET PARTICIPANTS

The course is open to any person wishing to get or sharpen management and computer skills for day to day application including executive assistants, administrative assistants, office management secretaries and personal assistants.

4.0 METHODOLOGY

The course will be delivered through lectures, discussions and case studies analysis.

5.0 FEES & MODE OF PAYMENT:

The fee for the course is **TZS 850,000/=** (say **Eight Hundred and Fifty Thousand only**) to cover for training material, tea and lunch Participants will have to arrange for their own travel, accommodation and upkeep while attending the course in Arusha. Payment may be in cash, cheques or TISS paid directly to our **Bank Account No. 014103007130 in the name of Institute of Accountancy Arusha, NBC, Arusha Branch. Early registration is highly encouraged and appreciated.**

6.0 DATE, DURATION AND VENUE:

This course will be conducted from **01st – 05th July 2019** at the Institute of Accountancy Arusha, located at Njiro Hill-Arusha.

7.0 CONTACT PERSONS

For more details please don't hesitate to contact any of the following:

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